

Crown Commercial Service

Template Call Off Form and Template Call Off Terms for The Supply of Non Medical
Non Clinical (NMNC) temporary and fixed term staff

Contract 1.11.4.4124.

ORDER FORM

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM: *[GUIDANCE NOTE: To be populated by the Contracting Body]*

CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	REDGRAVE COURT MERTON ROAD BOOTLE MERSEYSIDE L20 7HS
INVOICE ADDRESS(if different)	APinvoices-HAS-U@gov.sscl.com
CONTACT REFERENCE	
ORDER NUMBER	1.11.4.4124.
ORDER DATE	18/03/2022

TO: *[GUIDANCE NOTE: To be populated by the Contracting Body]*

SERVICE PROVIDER	REED GLOBAL
SERVICE PROVIDER'S ADDRESS	1 Derby Square Liverpool L2 - 9QR
ACCOUNT MANAGER	
PART 1: SERVICE REQUIREMENT <i>[GUIDANCE NOTE: Contracting Bodies Service requirements to be inserted in below]</i>	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	3
NUMBER OF ROLES REQUIRED:	1

JOB ROLE/TITLE:	Health Safety ITF Central Disclosure Unit Administrative role
AGENDA FOR CHANGE PAY BAND:	5
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	20
HOURS/DAYS REQUIRED:	5 Days per week / 134 days in total unless agreed in writing, to extend, by all parties
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	N/A
FEE TYPE:	<ol style="list-style-type: none"> 1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	<ol style="list-style-type: none"> 1. Basic 2. Standard 3. Enhanced
HIGH COST AREA SUPPLEMENT?	<ol style="list-style-type: none"> 1. None
REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Administrative role – Central Disclosure
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	Jane Cloherty
POST CODE OF LOCATION WITH REQUIREMENT:	L20 7HS
RM971 LOT:	3
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Central Disclosure Administrator
AGENDA FOR CHANGE PAY BAND:	5
ADDITIONAL REQUIREMENTS:	N/A
PART 1.2: ANCIPATED DURATION OF CONTRACT	
COMMENCEMENT DATE:	21 March 2022

ANTICIPATED END DATE: CCN01		30 September 2022
TEMPORARY / FIXED TERM ASSIGNMENT:		TEMPORARY
PART 1.3: MILESTONES AND KEY DELIVERABLES		
TBA		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
<i>[GUIDANCE NOTE: This should not be substantially of materially different from the Charges set out in Schedule 3 to the Framework Agreement]</i>		
	Pre-AWR	Post-AWR
Pay to Worker(s)	£85.28	
Pay to Agency	£34.68	
Total Charge	£119.96	
	$£85.28 \times 134 = £11,427.52$ $£34.68 \times 134 = £4,647.12$ 134 days in total	Total Charge £16,074.64
DISCOUNTS APPLICABLE:		<i>[N/A]</i>
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
<i>[GUIDANCE NOTE: Completion of an assignment checklist by Service Provider]</i>		
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS		
Termination notice period of 1 week, or sooner if agreeable to all parties.		
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS		
<i>[GUIDANCE NOTE: This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2006]</i>		
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:		N/A

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	<p>This post has been deemed to be Inside of the IR35 Intermediaries Legislation.</p> <p>The Contractor is required to deduct tax and NI at source from any payments made to the Agency Worker.</p>



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BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	
TITLE:	Recruitment Manager
SIGNATURE:	
DATE:	18/3/22

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	
TITLE:	PROCUREMENT MANAGER
SIGNATURE:	
DATE:	21/03/22

1. FORMATION OF CALL OFF CONTRACT

- 1.1 BY SIGNING AND RETURNING THIS ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services.**
- 1.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.**
- 1.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Order Form from the Supplier within two (2) Working Days from receipt.**