

Order Form Template (Short Form)

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Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	UK Space Agency (UKSA)
Contracting Authority Contact	Name: REDACTED Email: REDACTED Tel: REDACTED
Contracting Authority Address	Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1SZ
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email REDACTED

Supplier Name	Methods Business and Digital Technology Limited
Supplier Contact	Name: REDACTED Email: REDACTED Tel: REDACTED
Supplier Address	Saffron House, 6-10 Kirby Street, London, EC1N 8TS

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Call-Off (Order) Ref	CS21544
Order Date	22/10/2021
Call off Start Date	27/10/2021
Call-Off Expiry Date	31/03/2022
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	N/A
Job role / Title	Head of Analytics for a Strategically Critical Workstream
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	5 days per week / Maximum of REDACTED working days
Unsocial hours required – give details	N/A
High cost area supplement details	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	10B
Fee Type	3. Non-Patient Facing (No Disclosure)
Expenses to be paid or benefits offered	REDACTED
Expenses to be paid by Temporary Worker	No

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Charge rates	The total contract value shall not exceed £ REDACTED excluding VAT, as per the breakdown below;		
	Name	Start Date	Rate (per Day)
	REDACTED	27/10/2021	£ REDACTED
			Total Charge (end date stated)
			£ REDACTED (31/03/2022)
	<p>It is the viewpoint of the contracting authority that the candidate above is in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p> <p>Further below terms regarding the IR35 status:</p> <ul style="list-style-type: none"> • The Agency has the right to reject a substitute. • That there will be no overtime charges paid. • That permission must be sought if the contractor wishes to work with another client • That the IP created by this work will be retained as IP rights by the Agency. 		
	Pre-AWR		Post-AWR
	£ REDACTED (/Day)		£ REDACTED (/Day)
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to REDACTED</p>		
Discounts applicable	N/A		

Criminal records check	Yes
BPSS required	Yes
State required clearance and background checking	N/A
Skills, mandatory training and qualifications necessary for the role	None

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CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period
For further details about what can and cannot be included here please email - info@crowncommercial.gov.uk

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	