

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

**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**.

<b>Contracting Authority Name</b>	UK Health Security Agency
<b>Contracting Authority Contact</b>	[REDACTED]
<b>Contracting Authority Address</b>	Nobel House 17 Smith Square London SW1P 3HX
<b>Invoice Address (if different)</b>	Email invoices to: [REDACTED]  Consolidated monthly invoicing - all invoices must quote a valid PO number and shall be accompanied by the relevant timesheets.

<b>Supplier Name</b>	Seymour John
<b>Supplier Contact Number &amp; Email address</b>	[REDACTED]
<b>Supplier Address</b>	11 New Road Bromsgrove B60 2JF England

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2
<b>Order reference number (e.g. purchase order number)</b>	PRO_ 5777 C148923
<b>Date order placed</b>	As per date of final contract signature
<b>Call off Start Date</b>	02 January 2023
<b>Call-Off Expiry Date</b>	31 <sup>st</sup> March 2023  The Contracting Authority reserves the right to terminate any of the resources within this timeframe by giving five days' notice.
<b>Extension Options</b>	N/A
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	See Schedule 1
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	See Schedule 1
<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None

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<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable
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<b>Pay band (use rate card to determine this)</b>	See Schedule 1	
<b>Fee Type</b>	Non-Patient Facing (Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	Expenses to be agreed in advance	
<b>Expenses to be paid by Temporary Worker</b>	None	
<b>Charge rates</b>	Pre-AWR	Post-AWR
	See Schedule 1	
<b>Method of payment</b>	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Invoice will be raised weekly for week worked.  Standard 30 days payment terms	
<b>Discounts applicable</b>	None	

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED] We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	See Schedule 1

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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.

**ENTIRE AGREEMENT**

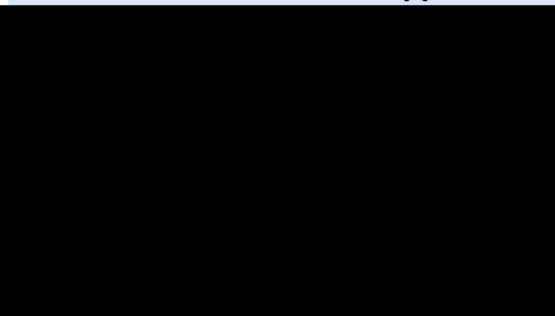
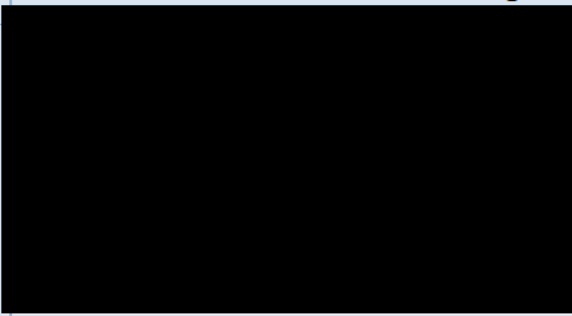
This Order Form supersedes all prior agreements and understandings between the parties with respect to the individuals named in Schedule 1.

**CALL-OFF DELIVERABLES**

<b>The requirement</b>
<p>The resources supplied under this agreement shall work under the direction and control of UKHSA and shall carry out duties and tasks reasonably assigned to them that they are competent and qualified to perform.</p> <p>At the end of the contract (or earlier, if resources are terminated early), the agency will communicate to the contractor to agree a date with UKHSA to return any UKHSA IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with UKHSA, the agency will send daily reminders to the contractor and support UKHSA to ensure the return of all UKHSA IT equipment and property. UKHSA reserve the right to withhold up to £750 from the final payment to the agency until all UKHSA IT equipment and property has been returned.</p>

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
See Schedule 1
<b>Key Subcontractors</b>
None

<b>For and on behalf of the Supplier:</b>	<b>For and on behalf of the Contracting Authority:</b>
	
Date Signed: 30-03-2023	Date Signed: 30/03/2023

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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