



# Workforce Alliance

Collaborating for a Sustainable Workforce

## National Framework for the Provision of Clinical and Healthcare Staffing

### Annex 1: Order Form

#### FROM:

CONTRACTING AUTHORITY	
CONTRACTING AUTHORITY ADDRESS	
INVOICE ADDRESS (if different)	
CONTRACTING AUTHORITY CONTACT	
ORDER NUMBER	PRO_5782 C158605
ORDER DATE	31 <sup>st</sup> March 2023
COMMENCEMENT DATE	1 <sup>st</sup> January 2023
ANTICIPATED END DATE	31 <sup>st</sup> March 2023

#### TO:

SUPPLIER	Sanctuary Health
SUPPLIER'S ADDRESS	Sanctuary Personnel 15 Friars Street, Ipswich IP1 1TD
ACCOUNT MANAGER	15 Friars Street, Ipswich IP1 1TD
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
LOT: (If Lots 1-5, please indicate if Master Vendor)	Lot 3
NUMBER OF ROLES REQUIRED:	See Schedule 1
NUMBER OF CVS REQUIRED:	See Schedule 1



Crown  
Commercial  
Service



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NHS North of England Commercial Procurement Collaborative

<b>JOB ROLE/TITLE:</b>	See Schedule 1
<b>PAY BAND/GRADE:</b>	See Schedule 1
<b>HOURS/DAYS REQUIRED:</b>	See Schedule 1
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)</b>	N/A
<b>RELEVANT RISK ASSESSMENT/SAFEGUARDING REQUIREMENTS</b>	BPSS required – Costs to be absorbed by the supplier. We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date.
<b>IMMUNISATION REQUIREMENTS</b>	N/A
<b>HIGH COST AREA SUPPLEMENT?</b>	None
<b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	See Schedule 1
<b>PERSON AND DEPT TO WHOM WORK- SEEKER SHOULD REPORT AT START:</b>	
<b>EXPENSES</b>	Expenses to be agreed in advance
<b>ADDITIONAL REQUIREMENTS:</b>	N/A
<b>SHIFT START DATE:</b>	2nd January 2023
<b>PART 1.2: PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.</b>	
<b>DISCOUNTS APPLICABLE:</b>	None
<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>PART 1.3: ACCEPTANCE PRIOR TO PAYMENT</b>	
<b>[GUIDANCE NOTE:</b> <i>Completion of an assignment checklist by Service Provider]</i>	
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS &amp; DELIVERABLES</b>	



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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.

resources are terminated early), the agency will  
 date with UKHSA to return any UKHSA IT  
 n which it was supplied) within a maximum of 5  
 ractor does not engage with UKHSA, the  
 ractor and support UKHSA to ensure the return  
 UKHSA reserve the right to withhold up to £750  
 UKHSA IT equipment and property has been  
 returned

### **PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS (IF APPLICABLE)**

**PART 3.1: SUPPLEMENTARY 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:**

N/A

**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:**

N/A

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority 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 Supplier and the Authority.



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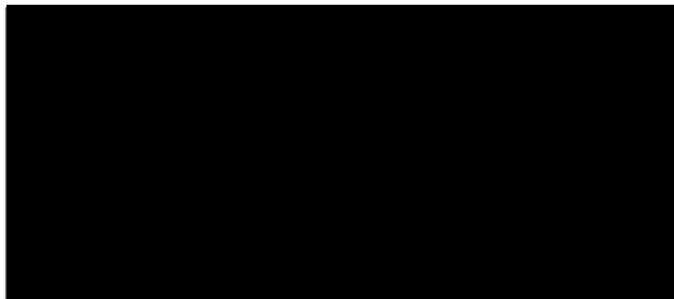


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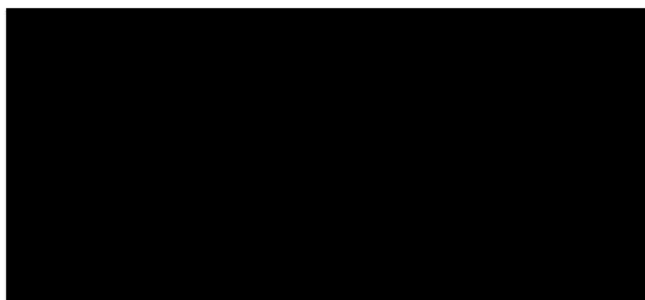
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**FOR AND ON BEHALF OF THE SUPPLIER:**



Date Signed: 31/03/2023

**FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:**



Date Signed: 31/03/2023



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**Schedule 1**

The resources to be supplied are as follows (all prices ex VAT)

[Redacted Table Content]	
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Total    £   15,009.12

[Redacted Signature/Stamp Area]