

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

**For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)**

**Guidance:**

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

**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>	Department of Health and Social Care
<b>Contracting Authority Contact</b>	
<b>Contracting Authority Address</b>	
<b>Invoice Address (if different)</b>	TBC

<b>Supplier Name</b>	Law Morgan Limited T/A Morgan Law
<b>Supplier Contact</b>	
<b>Supplier Address</b>	Pennine Place, 2a Charing Cross Road, London WC2H 0HF

<b>Framework Ref</b>	RM6160: Non-Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2 (Corporate Functions)
<b>Call-Off (Order) Ref</b>	160136399
<b>Order Date</b>	17/03/23
<b>Call off Start Date</b>	01/04/25
<b>Call-Off Expiry Date</b>	30/09/25
<b>Extension Options</b>	N/A
<b>GDPR Position</b>	Independent Controller
<b>Number of roles required:</b>	1

**Order Form Template (Short Form)**  
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<b>Number of CV's required:</b>	N/A
<b>Job role / Title</b>	Dissolution Programme Manager
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	37 hours per week. M-F
<b>Unsocial hours required – give details</b>	None
<b>High cost area supplement details</b>	
<b>Immunisation requirements? (Fee type 1 only)</b>	None

<b>Pay band</b>	G7								
<b>Fee Type</b>	3. Non-Patient Facing (No Disclosure)								
<b>Expenses to be paid or benefits offered</b>	To be claimed in line with the expense policy of DHSC, with preapproval from line manager								
<b>Expenses to be paid by Temporary Worker</b>	None								
<b>Charge rates</b>	<table> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </table>	Pre-AWR	Post-AWR						
Pre-AWR	Post-AWR								
<b>Method of payment</b>	Invoice with charges per the Framework Agreement								
<b>Discounts applicable</b>	N/A								

<b>Criminal records check</b>	Not requested
<b>BPSS required</b>	Not requested
<b>State required clearance and background checking</b>	Not requested
<b>Skills, mandatory training and qualifications necessary for the role</b>	Please complete

## 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
<div style="background-color: black; height: 20px; width: 100%;"></div>

## PERFORMANCE OF THE DELIVERABLES

Key Staff
<div style="background-color: black; height: 20px; width: 100%;"></div>
Key Subcontractors
None

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	<div style="background-color: black; height: 40px; width: 100%;"></div>	Signature:	<div style="background-color: black; height: 40px; width: 100%;"></div>
Name:	<div style="background-color: black; height: 20px; width: 100%;"></div>	Name:	<div style="background-color: black; height: 20px; width: 100%;"></div>
Role:	<div style="background-color: black; height: 20px; width: 100%;"></div>	Role:	<div style="background-color: black; height: 20px; width: 100%;"></div>
Date:	09/04/25	Date:	09/04/2025