

**Annex 1: Order Form**

**THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160**

<b>CONTRACTING AUTHORITY</b>	Defra
<b>CONTRACTING AUTHORITY ADDRESS</b>	Nobel House 17 Smith Square London SW1P 3JR
<b>INVOICE ADDRESS (if different)</b>	SSC, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ
<b>CONTACT REFERENCE</b>	[REDACTED]
<b>ORDER NUMBER</b>	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
<b>ORDER DATE</b>	

**To: Methods Business & Technology Limited**

<b>SUPPLIER</b>	Methods Business & Technology Limited
<b>SUPPLIER'S ADDRESS</b>	6-10 Kirby Street, London, EC1N 8TS
<b>ACCOUNT MANAGER</b>	[REDACTED]
<b>PART 1: SERVICE REQUIREMENT</b>	
<i>[GUIDANCE NOTE: Contracting Bodies Service requirements to be inserted in below]</i>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:</b>	
<b>RM6160 LOT:</b>	2 – Corporate Functions
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>NUMBER OF CVS REQUIRED:</b>	N/A
<b>JOB ROLE/TITLE:</b>	[REDACTED]
<b>PAY BAND:</b>	
<b>HOURS/DAYS REQUIRED:</b>	Full Time
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	As per Job Description supplied
<b>ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?</b>	N/A
<b>FEE TYPE:</b>	1. <del>_____</del> Patient Facing 2. <input checked="" type="checkbox"/> Non-Patient Facing (Disclosure) 3. <del>_____</del> Non Patient Facing (No Disclosure)
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	Not Applicable
<b>CRIMINAL RECORDS CHECK</b>	Yes Disclosure Type & Number, Date Issued _____

	If the DBS update service has been used, date of last check: _____	
<b>BPSS REQUIRED</b>	Yes – BPSS to be in place before individual starts work	
<b>STATE ANY ADDITIONAL CLEARANCE &amp; BACKGROUND CHECKING REQUIRED</b>		
<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	As per Job Description supplied	
<b>SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	As per Job Description supplied	
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	[REDACTED]	
<b>EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:</b>	N/A	
<b>EXPENSES TO BE PAID BY CANDIDATE:</b>		
<b>ADDITIONAL REQUIREMENTS:</b>	[GUIDANCE NOTE: Service Level Agreement etc.]	
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>		
<b>COMMENCEMENT DATE:</b>	01/09/2020	
<b>ANTICIPATED END DATE:</b>	24/11/2020	
<b>TEMPORARY OR FIXED TERM ASSIGNMENT:</b>	Temporary Term Assignment	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>		
As agreed with Assignment Manager		
<b>PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>		
[GUIDANCE NOTE: This should not be substantially or materially different from the Charges set out in Schedule 3 to the Framework Contract]		
	<b>Pre-AWR</b>	<b>Post-AWR</b>
<b>Pay to Worker(s)</b>	[REDACTED]	[REDACTED]
<b>Total Charge</b>	[REDACTED]	[REDACTED]
<b>DISCOUNTS APPLICABLE:</b>		
	[N/A]	
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>		
Acceptance by hiring manager of completed retrospective timesheet		
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS</b>		
As per standard terms		
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>		
[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 2015]		
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>		

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	
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:	██████████
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	

**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 Contract between the Supplier and the Authority.

**\*Please note this Contract is being accepted by both parties electronically via the Bravo Portal\***