

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.

Contracting Authority Name	Secretary of State for Health & Social Care acting as part of the Crown (Department of Health and Social Care)
Contracting Authority Contact	Redacted inline with FOIA
Contracting Authority Address	39 Victoria Street, SW1H 0EU
Invoice Address (if different)	Redacted inline with FOIA

Supplier Name	Insight Executive
Supplier Contact	Redacted inline with FOIA
Supplier Address	Northern & Shell Building, 10 Lower Thames Street, London, EC3R 6AF

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2- Corporate Functions
Call-Off (Order) Ref	
Order Date	Redacted inline with FOIA
Call off Start Date	01/10/2022
Call-Off Expiry Date	31/03/2023
Extension Options	Redacted inline with FOIA
GDPR Position	Joint Controller

Order Form Template (Short Form)

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Number of roles required:	1
Number of CV's required:	N/A
Job role / Title	Supply Resilience Finance Manager
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	126 days
Unsocial hours required – give details	N/A
High cost area supplement details	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	

Pay band		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)	
Expenses to be paid or benefits offered	Redacted inline with FOIA	
Expenses to be paid by Temporary Worker	Redacted inline with FOIA	
Charge rates	Pre-AWR	Post-AWR
	Day Rate	Redacted inline with FOIA
Method of payment		
Discounts applicable	N/A	
Redacted inline with FOIA		

Criminal records check	Not Applicable – completed for original hire
BPSS required	Not Applicable - completed for original hire
State required clearance and background checking	DBS / BPSS completed for original hire
Skills, mandatory training and qualifications necessary for the role	

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	
FOIA	[Redacted]

PERFORMANCE OF THE DELIVERABLES

Key Staff	
Redacted	[Redacted]
Key Subcontractors	
Re	[Redacted]

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted inline with FOIA	Signature:	Redacted inline with FOIA
Name:	[Redacted]	Name:	[Redacted]
Role:	[Redacted]	Role:	[Redacted]
Date:	17/08/2022	Date:	27/09/22