

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



**RM6160: NON CLINICAL TEMPORARY AND
FIXED TERM STAFF (SHORT FORM)**

MASS TESTING INTERIM FINANCE SUPPORT

**TO DEPARTMENT OF HEALTH AND SOCIAL
CARE FROM HUNTER HEALTHCARE
RESOURCING LIMITED**

CONTRACT REFERENCE: CCFI21A03

Order Form

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	Department of Health and Social Care
Contracting Authority Contact	REDACTED
Contracting Authority Address	39 Victoria Street Westminster London SW1H 0EU
Invoice Address (if different)	REDACTED

Supplier Name	Hunter Healthcare Resourcing Limited
Supplier Contact	REDACTED
Supplier Address	Camperdene House, High Street Chipping Campden GL55 6AT

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 – Corporate Functions
Order reference number (e.g. purchase order number)	TBA
Date order placed	02 March 2021
Call off Start Date	08 March 2021
Call-Off Expiry Date	27 August 2021
Extension Options	There shall be no further expressed provisions to extend this contract beyond the expiry date
GDPR Position	Independent Controller
Job role / Title	This requirement is for three roles: Cost Modeller: REDACTED for 121 days Business Analyst: REDACTED for 121 days Finance Business Partner: REDACTED for 121 days
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Standard
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	Band 10B			
Fee Type	Non-Patient Facing (No Disclosure required)			
Expenses to be paid or benefits offered	N/A			
Expenses to be paid by Temporary Worker	N/A			
Charge rates	REDACTED			
	Total exc. VAT		£252,330.98	
	Total inc. VAT		£302,797.18	
Method of payment	Before payment can be considered, each invoice must include a detailed time sheet and the associated costs. It must also clearly state the Purchase Order number.			
Discounts applicable	N/A			

Criminal records check required	N/A
BPSS required	Yes
State any other required clearance and/or background checking	N/A

State any skills, mandatory training and qualifications necessary for the role	N/A
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CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are provided with this order form.

CALL-OFF DELIVERABLES

The requirement

Provision of Cost Modeller: REDACTED (for 121 days), Business Analyst: Joelle Chua (for 121 days) and Finance Business Partner: REDACTED (for 121 days) to undertake the following:

Cost Modeller:

- ✦ Provide cost Modelling techniques and methodology
- ✦ Analyse cost driver and cost behaviour
- ✦ Draw on pricing knowledge to provide guidance and advice to the team
- ✦ Provide cost/price simulation and scenario production
- ✦ Draw on advanced excel skills to provide excel to macros
- ✦ Database skills SQL/Access
- ✦ Provide data schema design
- ✦ Provide data mapping and process flows
- ✦ Provide data analytics

Business Analyst:

- ✦ Provide business / Op model analysis
- ✦ Provide end to end Process definition and design
- ✦ Draw on excellent interpersonal skills to build relationships and provide stakeholder analysis
- ✦ Provide as is/ To be scenario analysis
- ✦ Provide budgeting and forecasting
- ✦ Plan and monitor the areas spend
- ✦ Provide variance Analysis
- ✦ Provide pricing
- ✦ Provide cost benefit analysis

FBP

- ✦ Draw on their considerable financial/commercial experience in relation to problem sol within T&T
- ✦ Draw on their strong technical accounting skills to ensure Treasury financial reporting requirements and International Accounting Standards are applied ✦ correctly
- ✦ Provide a good understanding of programme and project principles as well as government accounting requirements in order to advise and lead the team
- ✦ Draw on their excellent interpersonal skills to build relationships with multiple ✦ stakeholders
- ✦ Provide stakeholder management
- ✦ Provide strong excel and data presentation skills in order to present data to the ✦ team and to HMT
- ✦ Provide risk management
- ✦ Provide an adaptable approach and work with the wider team flexibly in order to
- ✦ provide advice around the ever-changing structure of T&T

- ✦ The post holder is required to work in a flexible way and undertake any

- ✦ other duties reasonably requested by line management which are commensurate with grade and level of responsibility of this post

PERFORMANCE OF THE DELIVERABLES

Key Staff
Rosie Beckford at Hunter Healthcare Resourcing Limited (Account Manager)
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	11/03/2021	Date:	17/03/21