

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

Analyst [REDACTED] - RM6160 Mini Competition  
for Commercial (WP2105)

## 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>	39 Victoria Street London SW1H 0EU
<b>Invoice Address (if different)</b>	Email invoices to: ██████████ copying in ██████████  Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC

<b>Supplier Name</b>	Venn Group
<b>Supplier Contact</b>	██████████
<b>Supplier Address</b>	Cottons Centre, Hay's Ln, London SE1 2QP

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	2
<b>Order reference number (e.g. purchase order number)</b>	WP2105
<b>Date order placed</b>	As per date of final contract signature
<b>Call off Start Date</b>	23/08/2021
<b>Call-Off Expiry Date</b>	19/11/2021  <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving 5 day's notice</i>
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller  To confirm on a case by case basis
<b>Job role / Title</b>	Analyst ██████████
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	██████████
<b>Unsocial hours required – give details</b>	Not Applicable

**Order Form Template (Short Form)**

Crown Copyright 2019

<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band (use rate card to determine this)</b>	██████████ Analyst ██████████	
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	None	
<b>Expenses to be paid by Temporary Worker</b>	None	
<b>Charge rates</b>	Pre-AWR	Post-AWR
<b>Resource: ██████████ ██████████ ██████████</b>	██████████ ██████████	██████████
<b>Method of payment</b>	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms - Contract Value :£25,413	
<b>Discounts applicable</b>		

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: ██ We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	None

## 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


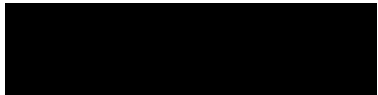




The requirement	
<p>Supporting the Commercial function to publish OJEU/FTS notices and Contract Award Notices within legal timeframes, in accordance with PCR2015. This post sits within the Commercial function (Data &amp; Analytics team). You will be responsible for managing a small team, monitoring and reporting on progress with transparency publications across the Commercial function. Key activities include:</p> <ul style="list-style-type: none"> <li>- Managing the publication of contract notices within the legal timeframes</li> <li>- Gathering data as relevant to each notice from commercial and systems colleagues</li> <li>- Liaising with commercial teams to ensure award notices are accurate, complete and adhere to PCR2015</li> <li>- Weekly reporting on the Commercial function's transparency obligations</li> <li>- Ensuring commercial audit trail is complete and relevant approvals are given</li> </ul>	
<p><b>Reporting and Monitoring requirements – all personnel resources</b></p> <ul style="list-style-type: none"> <li>• The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.</li> <li>• Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.</li> </ul> <p>At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.</p>	

## PERFORMANCE OF THE DELIVERABLES

Key Staff
<div style="background-color: black; width: 100%; height: 100%;"></div>
<p>Key agency contact / account manager name: <span style="background-color: black; color: black;">██████████</span></p>

**Order Form Template (Short Form)**  
Crown Copyright 2019

<b>Key Subcontractors</b>
None

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Contracting Authority:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	16/08/2021	Date:	17/08/21