

RM6160: Non Clinical Temporary and Fixed Term Staff (Short 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 the Ministry of Defence
Contracting Authority Contact	REDACTED UNDER FOIA SECTION 40, Personal Information
Contracting Authority Address	Ministry of Defence, Whitehall, Westminster, London SW1A 2HB
Invoice Address (if different)	As above

Supplier Name	Investigo Limited
Supplier Contact	REDACTED UNDER FOIA SECTION 40, Personal Information
Supplier Address	10 Bishops Square, London, E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	31211903
Date order placed	10th January 2022
Call off Start Date	24th January 2022
Call-Off Expiry Date	31st March 2022
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Category Management Strategy – Comms and Engagement
Temporary or Fixed Term Assignment	Temporary Term Assignment
Hours / Days required	N/A
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10B
Fee Type	3. Non-Patient Facing (No Disclosure required)
Expenses to be paid or benefits offered	In line with Contracting Authority policy

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Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	REDACTED UNDER FOIA SECTION 43, Commercial Interests	REDACTED UNDER FOIA SECTION 43, Commercial Interests
Method of payment	BACS payment from time capture system generated invoices	
Discounts applicable	N/A	

Criminal records check required	No
BPSS required	Yes, completed by Supplier
State any other required clearance and/or background checking	SC to be obtained during contract delivery, processed by the Supplier
State any skills, mandatory training and qualifications necessary for the role	As outlined in the project Statement of Work in Appendix 1

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>1.1. Aim: To deliver an effective communication strategy and communications plan across the category strategy programme of activity that reflects the life cycle of a category strategy; synergies across the stakeholder community and the business as usual activity within the HO function.</p> <p>To also deliver an effective stakeholder management plan that enables the effective grouping of stakeholders both in terms of the segments of influence but also in relation to impact from delivery of the suite of category strategies. This should support the development and implementation of a change impact assessment for each of the stakeholder groups, which will be undertaken as a separate piece of work and is not part of this scope of work.</p> <p>1.2. Objectives:</p> <ul style="list-style-type: none">- Each category strategy will have its own communications plan and stakeholder list with some not developed due to the status of the strategy in its life cycle. There will also be some business as usual activity that will need to be factored in so that a comprehensive picture is obtained to inform the development of the communication strategy and plan; and the stakeholder strategy and plan.- To review the category tool kit in the areas of communications and stakeholder activity to determine how this is built into overarching strategies and plans.- To obtain the data from existing stakeholder and communications activity and to build this into one strategy and plan. As part of this consider existing narrative that explains category management and build this into an engagement pack that is written in plain English for use both internally and externally of Defence. As part of this you will want to identify existing collateral, style guides etc and use these to help land the communications – support will be given in order to identify sources for this information.- To build an overarching communications strategy and plan with sub-plans as necessary for each category.- To build an overarching stakeholder strategy and plan with sub-plans as necessary for each category, appropriately segmenting the stakeholders and ensuring that this will support its use in undertaking change impact assessments in each stakeholder group [which is out of scope]- To provide recommendations on the communications input required in the implementation of category strategies within HO Commercial Category Management Team.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED UNDER FOIA SECTION 40, Personal Information
Key Subcontractors
REDACTED UNDER FOIA SECTION 40, Personal Information

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED UNDER FOIA SECTION 40, Personal Information	Signature:	REDACTED UNDER FOIA SECTION 40, Personal Information
Name:	REDACTED UNDER FOIA SECTION 40, Personal Information	Name:	REDACTED UNDER FOIA SECTION 40, Personal Information
Role:	Senior Consultant	Role:	Professional Services Category Lead
Date:	10th January 2022	Date:	19th January 2022