

Collaborating for a Sustainable Workforce

National Framework for the Provision of Clinical and Healthcare Staffing

Annex 1: Order Form

FROM:

CONTRACTING AUTHORITY	NHS Midlands & Lancashire Commissioning Support Unit	
CONTRACTING AUTHORITY ADDRESS	Heron House 120 Grove Road Fenton Stoke on Trent Staffordshire ST4 4LX	
INVOICE ADDRESS (if different)		
CONTRACTING AUTHORITY AUTHORISER NAME		
ORDER NUMBER	To be advised	
ORDER DATE	To be advised	
COMMENCEMENT DATE	1 April 2022	
ANTICIPATED END DATE	Three month assignment with potential to extend	

TO:

SUPPLIER	Coyle Recruitment	
SUPPLIER'S ADDRESS	Hygeia,	
	66-68 College Road,	
	Harrow,	
	Middlesex HA1 1BE	
ACCOUNT MANAGER		
DADT 1. SEDVICE DECLIDEMENT		

PART 1: SERVICE REQUIREMENT			
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:			
LOT: (If Lots 1-5, please indicate if	3		
Master Vendor)			
NUMBER OF ROLES REQUIRED:	3		





NUMBER OF CVS REQUIRED:	CVs of suitably qualified and experienced candidates are		
	welcomed		
JOB ROLE/TITLE:	117 CHC Nurse Assessor		
PAY BAND/GRADE:			
HOURS/DAYS REQUIRED:	Up to a maximum of 37.5 hours per week, Monday to		
	Friday		
ANY UNSOCIAL HOURS REQUIRED?	None		
(GIVE DETAIL)			
RELEVANT RISK			
ASSESSMENT/SAFEGUARDING			
REQUIREMENTS			
IMMUNISATION REQUIREMENTS			
HIGH COST AREA SUPPLEMENT?			
SKILLS, TRAINING AND			
QUALIFICATIONS NECESSARY TO	Assessor		
PERFORMANCE OF THE ROLE:			
PERSON AND DEPT TO WHOM WORK-	Continuing Healthcare – details to be advised		
SEEKER SHOULD REPORT AT			
START:			
EXPENSES	No		
ADDITIONAL REQUIREMENTS:	None		
SHIFT START DATE:			
PART 1.2: PAYMENT PROFILE WILL BE	'ON COMPLETION OF WORKS' AS PER		
	HESE CALL-OFF TERMS AND CONDITIONS.		
DISCOUNTS APPLICABLE:			
METHOD OF PAYMENT			
PART 1.3: ACCEPTANCE PRIOR TO PAY	(MEN I		
Completion and approval of an assignment time	e sheet by Service Provider		
PART 2: CONTRACTING AUTHORITY CO	ONTRACTILAL DECLIDEMENTS 9		
DELIVERABLES	ONTRACTUAL REQUIREMENTS &		
Purchase order will be raised for each as			
PART 3: FURTHER-COMPETITION ORDE	R - ADDITIONAL REQUIREMENTS (IF		
APPLICABLE)			
PART 3.1: SUPPLEMENTARY	N/A		
REQUIREMENTS IN ADDITION TO			
CALL-OFF TERMS AND CONDITIONS:			
PART 3.2: VARIATIONS TO CALL-OFF	N/A		
TERMS AND CONDITIONS:			





PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES			
PART 4.1: KEY PERSONNEL OF THE	N/A		
SERVICE PROVIDER TO BE INVOLVED			
IN THE SERVICES AND			
DELIVERABLES:			
PART 4.2: SUB-CONTRACTORS TO BE	N/A		
INVOLVED IN THE SERVICES AND			
DELIVERABLES:			
PART 5: CONFIDENTIAL INFORMATIO			
PART 5.1: THE FOLLOWING			
INFORMATION SHALL BE DEEMED			
COMMERCIALLY SENSITIVE			
INFORMATION OR CONFIDENTIAL			
INFORMATION:			

BY SIGNING AND RETURNING THIS ORDER FORM 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 Agreement between the Supplier and the Authority.

FOR AND ON BEHALF OF THE SUPPLIER:

NAME:			
TITLE:			
SIGNATURE:			
			-
		_	
DATE:	22/03/2022		
_			•

FOR AND ON BEHALF OF THE CONTRA NAME: TITLE: SIGNATURE: DATE:

Order Form FAQs

When should I use this order form? – this form should be completed when you have agreed to source Temporary Worker/s from a Supplier using either a direct award or following completion of a further competition.

Who should I send the form to? – Once you have filled out the form it should be sent to the Supplier for signature. Both you and the Supplier should keep a signed copy of the form.





Delivered by

Who is the Contracting Authority? - This is your organisation. Whoever is paying the invoices should be entered here

Who is the Supplier? - The Recruitment Agency you are hiring the Temporary Worker from.

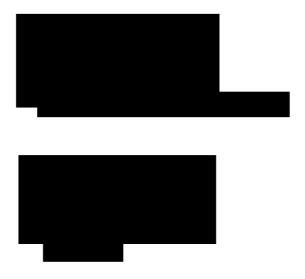
What is a Call-Off Contract? - is an individual end of a Supplier and Contracting Authority for the provision of services, goods or works (deliverables) under the terms and conditions of the overarching framework contract. A Call-off from a framework is that final part Suppliers and Contracting Authority's need to complete to begin working with each other.

What should I enter in "Order number"? - A sp.
Authority, that clearly identifies work undertaken a

What should I enter in "Order Date"? - The dat

What is the "Commencement Date"? - When some order date e.g. the start of the next term.

What is the "Anticipated end date"? - This is a date defined by the Contracting Authority and can be any duration, 6 months etc. to suit the Contracting Authority's needs. Note: the period should be long enough to ensure fair provision of services by the Supplier/s and that it gives reasonable time for any Contracting Authority conclusions to be made. Include here any contract extension options detailing how the call off may be continued after the Anticipated End Date.







Delivered by