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

**Provision of Paralegals for Infected Blood Inquiry**

**To**

**Infected Blood Inquiry**

**From**

**Law Absolute Ltd**

**Contract Reference: CCCB19A05**

Delivered by:

NHS Commercial Solutions NHS North of England Commercial Procurement Collaborative NHS East of England Collaborative Procurement Hub NHS London  
Procurement Partnership

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**Order Form (Short Form)**

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**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.

<b>Contracting Authority Name</b>	Infected Blood Inquiry
<b>Contracting Authority Contact</b>	<b>REDACTED</b>
<b>Contracting Authority Address</b>	Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE
<b>Invoice Address (if different)</b>	-

<b>Supplier Name</b>	Law Absolute Ltd
<b>Supplier Contact</b>	<b>REDACTED</b>
<b>Supplier Address</b>	LAW Absolute Queens House 55/56 Lincoln's Inn Fields London WC2A 3LJ

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 4 – Legal Supply
<b>Call-Off (Order) Ref</b>	CCCB19A05
<b>Order Date</b>	12 <sup>th</sup> November 2019
<b>Call off Start Date</b>	13 <sup>th</sup> November 2019
<b>Call-Off Expiry Date</b>	12 <sup>th</sup> November 2020
<b>Extension Options</b>	Option to extend for a further 12 months (until 12 <sup>th</sup> November 2021)
<b>GDPR Position</b>	Independent Controller
<b>Number of roles required:</b>	45
<b>Number of CV's required:</b>	-
<b>Job role / Title</b>	Paralegal
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	Standard
<b>Unsocial hours required – give details</b>	N/A
<b>HCAS details</b>	Inner London
<b>Immunisation requirements? (Fee type 1 only)</b>	-

<b>Pay band</b>	Band 7
<b>Fee Type</b>	Non-Patient Facing (Disclosure)

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<b>Expenses to be paid or benefits offered</b>	-
<b>Expenses to be paid by Temporary Worker</b>	-
<b>Charge rates</b>  <b>REDACTED</b>	  <b>REDACTED</b>
<b>Method of payment</b>	Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. It must also clearly state the Purchase Order number.
<b>Discounts applicable</b>	See 'Charge Rates' above

<b>Criminal records check</b>	Not Applicable
<b>BPSS required</b>	Yes
<b>State required clearance and background checking</b>	-
<b>Skills, mandatory training and qualifications necessary for the role</b>	-

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**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
 CCCB19A05 Statement of Require

**PERFORMANCE OF THE DELIVERABLES**

Key Staff
REDACTED
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:	13 November 2019	Date:	13/12/2019

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