

## **Q232 – CLIENT CONFIRMATION FORM**

### ***Off-Payroll Working in the Public Sector***

I confirm that the member of staff making the determination is authorised to make the Intermediaries Legislation determination on behalf of the below mentioned Public Sector Body.

If a contractor is classified as Outside of IR35 by the HMRC CEST tool, please provide documentation to confirm this. The CEST tool being completed accurately and agreed by all parties would constitute 'reasonable care'. **Should these working practices change it is the Customers obligation to inform the Service Provider immediately.**

| <b>CORE SKILLS TRAINING</b>   |  |
|---|--|
| Malikshaw provide the following core skills training - online only. Please indicate if you require any of the below online modules to be completed by the worker. If the required training will be provided on customer site, or it is not applicable to the role please indicate 'No' next to the module. *Should training be requested Malikshaw will provide the worker with access to the relevant online modules. It is the responsibility of the worker and customer to ensure training is completed. |  |
| <b>COUNTERING FRAUD, BRIBERY AND CORRUPTION</b>   | <b>NO</b>  |
| <b>EQUALITY, DIVERSITY AND HUMAN RIGHTS:</b>  | <b>NO</b>  |
| <b>HEALTH, SAFETY AND WELFARE:</b>  | <b>NO</b>  |
| <b>NHS CONFLICT RESOLUTION:</b>   | <b>NO</b>  |
| <b>FIRE SAFETY:</b>   | <b>NO</b>  |
| <b>INFECTION PREVENTION AND CONTROL:</b>  | <b>NO</b>  |
| <b>MOVING AND HANDLING:</b>   | <b>NO</b>  |
| <b>SAFEGUARDING ADULTS:</b>   | <b>NO</b>  |
| <b>SAFEGUARDING CHILDREN (LEVEL 2):</b>   | <b>NO</b>  |
| <b>RESUSCITATION:</b>   | <b>NO</b>  |
| <b>INFORMATION GOVERNANCE:</b>  | <b>NO</b>  |
| <b>WORKER ID BADGE</b>  | <b>Please be aware the customer is required to provide the worker with an ID badge</b> |
| <b>NOTES / FRAMEWORK COMPLIANCE WAIVERS:</b>  |  |
| The temporary worker can commence the assignment (delete as applicable):<br>- With the BPSS having been completed.<br>- The customer is satisfied for the worker to commence based on the employment history provided by the worker to Malikshaw  |  |

**ORDER FORM AND CALL OFF TERMS**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM: Defra

|                                      |  |
|--------------------------------------|--|
| <b>CUSTOMER</b>                      | Department for Environment, Food and Rural Affairs (DEFRA)                       |
| <b>SERVICE ADDRESS</b>               | Estates Office, Weybourne Building (B33), Woodham Lane, New Haw, Surrey KT15 3NB |
| <b>INVOICE ADDRESS(if different)</b> | N/A  |
| <b>CONTACT REFERENCE</b>             |  |
| <b>ORDER NUMBER</b>                  |  |
| <b>ORDER DATE</b>                    | 05/12/2018   |

TO: EVISA SOLUTIONS, TA MALIKSHAW

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| <b>SERVICE PROVIDER</b>           | EVISA SOLUTIONS, TA MALIKSHAW        |
| <b>SERVICE PROVIDER'S ADDRESS</b> | 111 CHARMOUTH RDS, ST ALBANS, AL14SG |
| <b>ACCOUNT MANAGER</b>            | Address: AS ABOVE                    |

|  |  |
|--|--|
| <b>PART 1: SERVICE REQUIREMENT</b>   |  |
| <b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:   |  |
| <b>RM971 LOT:</b>  | 4  |
| <b>NUMBER OF ROLES REQUIRED:</b>   | 1  |
| <b>JOB ROLE/TITLE:</b>   | Technical Author   |
| <b>AGENDA FOR CHANGE PAY BAND:</b>   | 8C   |
| <b>AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)</b>       | 45   |
| <b>HOURS/DAYS REQUIRED:</b>  | 37 HRS / 5 DAYS (MONDAY TO FRIDAY)   |
| <b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b> | N/A  |
| <b>FEE TYPE:</b>   | 1. Patient Facing<br>2. Non-Patient Facing (Disclosure)<br>3. Non-Patient Facing (No Disclosure) |
| <b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>                                   | N/A  |
| <b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>  | 1. Basic   |
| <b>HIGH COST AREA SUPPLEMENT?</b>  | 1. None  |
| <b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>                                       | N/A  |

|  |                                  |          |
|--|----------------------------------|----------|
| SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:  | N/A                              |          |
| PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:  |                                  |          |
| POST CODE OF LOCATION WITH REQUIREMENT:  |                                  |          |
| ADDITIONAL REQUIREMENTS:   | N/A                              |          |
| <b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>  |                                  |          |
| COMMENCEMENT DATE:   | 10/12/2018                       |          |
| ANTICIPATED END DATE:  | 10/12/2019                       |          |
| TEMPORARY / FIXED TERM ASSIGNMENT:   |                                  |          |
| <b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>   |                                  |          |
|  |                                  |          |
| <b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b> |                                  |          |
|  | Pre-AWR                          | Post-AWR |
| Pay to Worker(s)   |                                  |          |
| Total Charge   |                                  |          |
| DISCOUNTS APPLICABLE:  | N/A                              |          |
| <b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>   |                                  |          |
| <i>Completion of an assignment checklist by Service Provider – SUPPLIED BEFORE START</i>   |                                  |          |
| <b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>   |                                  |          |
| NOTICE PERIOD: One week in 1 <sup>st</sup> month then one month thereafter.  |                                  |          |
| PAYMENT TERMS: 30  |                                  |          |
| <b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>  |                                  |          |
|  |                                  |          |
| PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:   |                                  |          |
| <b>PART 5: CONFIDENTIAL INFORMATION</b>  |                                  |          |
| PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:                                | USUAL NON DISCLOSURE RULES APPLY |          |

## 1. FORMATION OF CALL OFF CONTRACT

- 1.1 BY SIGNING AND RETURNING THIS ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services.
- 1.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.
- 1.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be

done by electronic means) the receipt of the signed copy of the Order Form from the Supplier within two (2) Working Days from receipt.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

|                   |                 |
|-------------------|-----------------|
| <b>NAME:</b>      |                 |
| <b>TITLE:</b>     | <b>DIRECTOR</b> |
| <b>SIGNATURE:</b> |                 |
| <b>DATE:</b>      |                 |

**FOR AND ON BEHALF OF THE CUSTOMER:**

|                   |                                |
|-------------------|--------------------------------|
| <b>NAME:</b>      |                                |
| <b>TITLE:</b>     | <b>Senior Category Manager</b> |
| <b>SIGNATURE:</b> |                                |
| <b>DATE:</b>      | <b>29/01/18</b>                |