

## RM971 NON MEDICAL NON CLINICAL

## PART 1 – TEMPLATE ORDER FORM

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

## FROM:

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street London SW1H 0ET
<b>INVOICE ADDRESS(if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <b>REDACTED</b>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	<b>CS19159</b>
<b>ORDER DATE</b>	23/04/2019

## TO:

<b>SERVICE PROVIDER</b>	Allen Lane Limited
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St. James's, London, SW1Y 6RJ
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: <b>REDACTED</b> Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:	
<b>RM971 LOT:</b>	4
<b>ADDITIONAL REQUIREMENTS:</b>	N/A
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
This contract is due to commence <b>REDACTED</b> and expire on <b>REDACTED</b> .	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
None	

<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>			
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>			
Name	Start Date	Rate (per day)	Total Charge <b>REDACTED</b>
<b>REDACTED</b>	1/5/19	<b>REDACTED</b>	£86,382.27 ( <b>REDACTED</b> )
<b>REDACTED</b>	1/5/19	<b>REDACTED</b>	£17,212.23 ( <b>REDACTED</b> )
<b>REDACTED</b>	1/5/19	<b>REDACTED</b>	£26,429.83 ( <b>REDACTED</b> )
<b>REDACTED</b>	1/5/19	<b>REDACTED</b>	£13,001.92 ( <b>REDACTED</b> )
<b>REDACTED</b>	1/5/19	<b>REDACTED</b>	£14,062.23 ( <b>REDACTED</b> )
Total Charge (Ex. VAT)			<b>£157,088.48</b>
<b>DISCOUNTS APPLICABLE:</b>		None	
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>			
None			
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>			
Project Management contractors will work flexibly across the Departmental Portfolio of EU Exit related projects and will be assigned to specific work streams. Individuals will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:			
<ul style="list-style-type: none"> <li>• Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice.</li> <li>• Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks.</li> <li>• Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required.</li> <li>• Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates.</li> <li>• Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government bodies, ensuring there are stakeholder engagement plans in place that meet the different stakeholder needs.</li> </ul>			
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>			
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>		N/A	
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>		N/A	
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>			
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>		<b>REDACTED</b>	
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>			

PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

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

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	<b>REDACTED</b>

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

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	<b>REDACTED</b>