

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

CON_3004 CL004 Deputy Director - Estates

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order 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	Department for Business, Energy & Industrial Strategy
Contracting Authority Contact	Authoriser Name: [REDACTED] [REDACTED]
Contracting Authority Address	1 Victoria Street, London, SW1H 0ET2
Invoice Address (if different)	[REDACTED] [REDACTED]

Supplier Name	Investigo
Supplier Contact	[REDACTED]
Supplier Address	[REDACTED] 10 Bishops Square, London, E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2 Corporate Functions
Order reference number (e.g. purchase order number)	con_3004
Date order placed	16/09/2022
Call off Start Date	03/10/2022 (subject to security requirements)
Call-Off Expiry Date	03/10/2023
Extension Options	N/A
GDPR Position	Independent Controller
Job role / Title	Deputy Director - Estates
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Monday-Friday
Unsocial hours required – give details	N/A

Expenses to be paid or benefits offered	Travel to supplier sites (if required)	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	N/A	[REDACTED]
	N/A	[REDACTED]
	N/A	[REDACTED]
Method of payment	<p>The Supplier shall issue electronic invoices weekly in arrears following customer approval of the worker's timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase Order number and contract reference shall be sent to [REDACTED]</p>	
Discounts applicable	[REDACTED]	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	Evidence of BPSS to be supplied
State any skills, mandatory training and qualifications necessary for the role	<p>Strong project delivery skills to successfully manage a major project to deliver benefits to tight timescales in a complex and fast-paced environment. Critical to this will be designing ambitious but deliverable solutions and an effective delivery model through strong commercial thinking.</p> <p>Excellent team leadership skills. This includes a strong focus on leading multi-disciplinary teams through change, building the team's capability, inspiring and empowering the team to perform, ensuring resilience, and encouraging a fun and supportive environment.</p> <p>Good analytical skills and strategic judgement.</p> <p>A proven ability to develop and maintain effective relationships with a wide range of senior internal and external stakeholders.</p> <p>Excellent engagement and influencing skills.</p>


CALL-OFF INCORPORATED TERMS

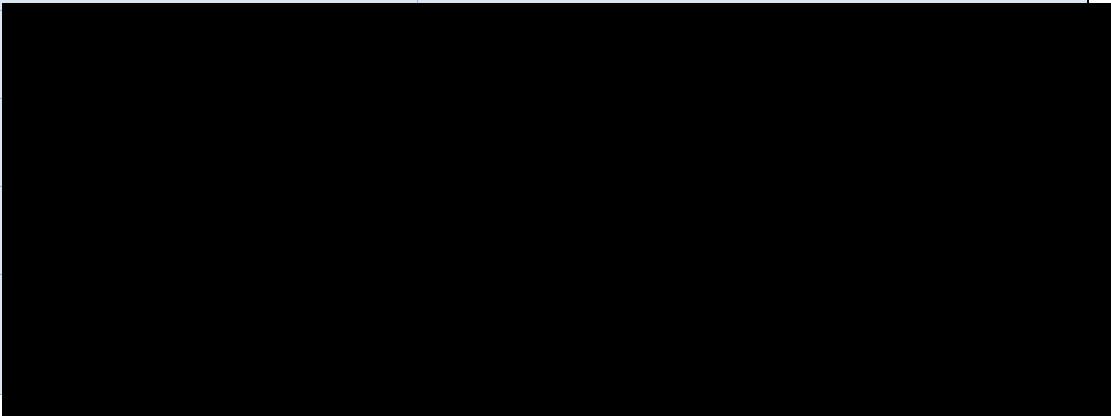
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>The post holder is responsible for working alongside the Head of Estates and Sustainability during a period of increased workload within the team to ultimately deliver a functional, safe, sustainable and good vfm estate across the UK to support the needs of the department.</p> <p>2 weeks' notice to terminate by either party.</p> <p>All other terms as per standard terms.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff

Key Subcontractors
N/A

For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
Signature:	
Name:	
Role:	
Date:	