

RM6277: Non Clinical Temporary and Fixed Term Staff (Short Form)

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	DSIT
Contracting Authority Contact	
Contracting Authority Address	
Invoice Address (if different)	

Supplier Name	Allen Lane
Supplier Contact	
Supplier Address	

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 – corporate functions
Order reference number (e.g. purchase order number)	
Date order placed	13 October 2023
Call off Start Date	30 October 2023
Call-Off Expiry Date	29 February 2024
Extension Options	As agreed with supplier
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Project Delivery Deputy Director
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	Normal working week
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	None

Pay band (use rate card to determine this)		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered		
Expenses to be paid by Temporary Worker		
Charge rates	Pre-AWR	Post-AWR
	£ (Hour/Day)	£ £833 + VAT per day
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	PO	
Discounts applicable		

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	

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
To act as the Deputy Director for Project Delivery for an interim period between permanent appointees, as set out in the job description.

PERFORMANCE OF THE DELIVERABLES

Key Staff
<div></div>
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	Role:	<div></div>
Date:	<div></div>	Date:	<div></div>