

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

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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	UK Health Security Agency
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Nobel House 17 Smith Square London SW1P 3HX
Invoice Address (if different)	Email invoices to: [REDACTED] Consolidated monthly invoicing - all invoices must quote a valid PO number and shall be accompanied by the relevant timesheets.

Supplier Name	Allen Lane Limited
Supplier Contact Number & Email address	[REDACTED]
Supplier Address	33 King Street, St James's London SW1Y 6RJ England

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 1 (Admin) / Lot 2 (Corporate) / Lot 3 (IT)
Order reference number (e.g. purchase order number)	PRO 5905 [REDACTED]
Date order placed	As per date of final contract signature
Call off Start Date	1 st July 2023
Call-Off Expiry Date	31 st March 2024 The Contracting Authority reserves the right to terminate any of the resources within this timeframe by giving five days' notice. The Supplier is required to give four weeks' notice to terminate any of the resources during the term of the contract.
Extension Options	N/A
GDPR Position	Independent Controller
Job role / Title	See Schedule 1
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	The temporary resource is expected to work a minimum of 2 days per week at UKHSA's designated office. Actual days and

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	frequency will be driven by programme delivery timetable and needs, and must be agreed in advance. Details of Hours / Days required is as set out in Schedule 1
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	See Schedule 1	
Fee Type	Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	Expenses to be agreed in advance	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	See Schedule 1	
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Invoice will be raised weekly for week worked. Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED] We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	See Schedule 1

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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.

ENTIRE AGREEMENT

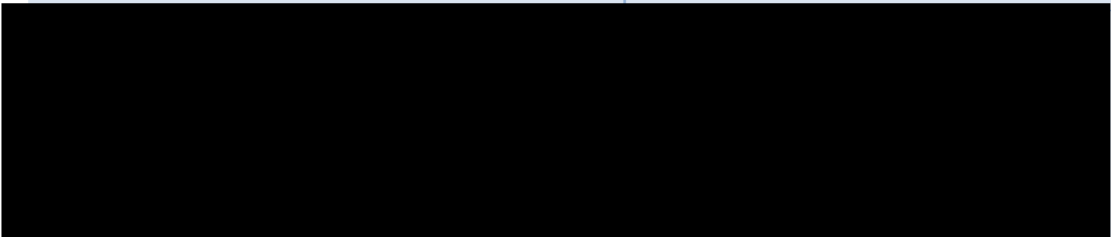
This Order Form supersedes all prior agreements and understandings between the parties with respect to the individuals named in Schedule 1.

CALL-OFF DELIVERABLES

The requirement
<p>The resources supplied under this agreement shall work under the direction and control of UKHSA and shall carry out duties and tasks reasonably assigned to them that they are competent and qualified to perform.</p> <p>At the end of the contract (or earlier, if resources are terminated early), the agency will communicate to the contractor to agree a date with UKHSA to return any UKHSA IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with UKHSA, the agency will send daily reminders to the contractor and support UKHSA to ensure the return of all UKHSA IT equipment and property. UKHSA reserve the right to withhold up to £750 from the final payment to the agency until all UKHSA IT equipment and property has been returned.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
See Schedule 1
Key Subcontractors
None

For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
	
Job Title/Role: Operations Coordinator Date Signed: 03/07/2023	Job Title/Role: Commercial Lead Date Signed: 04/07/2023

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Schedule 1

The resources to be supplied are as follows (all prices ex VAT)

Name	Role	Cost Centre	PAYE Status (Pay-roll/Umb/Ltd-PAYE/Ltd-Gross)	Start Date	End Date	Candidate Rate	Charge Rate	Days	Total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED] [REDACTED]

Total **£140,385.00**