

## Annex 1: Order Form

### THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160

<b>CONTRACTING AUTHORITY</b>	Defra
<b>CONTRACTING AUTHORITY ADDRESS</b>	Nobel House 17 Smith Square London SW1P 3JR
<b>INVOICE ADDRESS (if different)</b>	SSC, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ
<b>CONTACT REFERENCE</b>	[REDACTED]
<b>ORDER NUMBER</b>	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
<b>ORDER DATE</b>	

**TO: Allen Lane Financial Recruitment**

<b>SUPPLIER</b>	Allen Lane Financial Recruitment
<b>SUPPLIER'S ADDRESS</b>	33 King Street, St. James's, London. SW1Y 6RJ
<b>ACCOUNT MANAGER</b>	[REDACTED]

#### **PART 1: SERVICE REQUIREMENT**

*[GUIDANCE NOTE: Contracting Bodies Service requirements to be inserted in below]*

#### **PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:**

<b>RM6160 LOT:</b>	2 – Corporate Functions
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>NUMBER OF CVS REQUIRED:</b>	N/A
<b>JOB ROLE/TITLE:</b>	Resource Manager
<b>PAY BAND:</b>	
<b>HOURS/DAYS REQUIRED:</b>	Full Time
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	As per Job Description supplied
<b>ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?</b>	N/A
<b>FEE TYPE:</b>	<del>1. Patient Facing</del> <b>2. Non-Patient Facing (Disclosure)</b> <del>3. Non Patient Facing (No Disclosure)</del>
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	Not Applicable
<b>CRIMINAL RECORDS CHECK</b>	Yes Disclosure Type & Number, Date Issued _____ If the DBS update service has been used, date of last check: _____

<b>BPSS REQUIRED</b>	Yes – BPSS to be in place before individual starts work									
<b>STATE ANY ADDITIONAL CLEARANCE &amp; BACKGROUND CHECKING REQUIRED</b>										
<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	As per Job Description supplied									
<b>SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	As per Job Description supplied									
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>										
<b>EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:</b>	N/A									
<b>EXPENSES TO BE PAID BY CANDIDATE:</b>										
<b>ADDITIONAL REQUIREMENTS:</b>	<i>[GUIDANCE NOTE: Service Level Agreement etc.]</i>									
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>										
<b>COMMENCEMENT DATE:</b>										
<b>ANTICIPATED END DATE:</b>										
<b>TEMPORARY OR FIXED TERM ASSIGNMENT:</b>	Temporary Term Assignment									
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>										
As agreed with Assignment Manager										
<b>PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>										
<i>[GUIDANCE NOTE: This should not be substantially or materially different from the Charges set out in Schedule 3 to the Framework Contract]</i>										
	<table border="1"> <thead> <tr> <th></th><th>Pre-AWR</th><th>Post-AWR</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>		Pre-AWR	Post-AWR						
	Pre-AWR	Post-AWR								
<b>PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.</b>										
<b>DISCOUNTS APPLICABLE:</b>	<i>[N/A]</i>									
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>										
<i>Acceptance by hiring manager of completed retrospective timesheet</i>										
<b>PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS</b>										
As per standard terms										
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>										
<i>[GUIDANCE NOTE: This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2015]</i>										
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>										

<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	Defra will not be liable to pay Temporary to Permanent Fees if, and only if, the temporary worker secures permanent employment (including Fixed Term contracts) through Fair and Open Competition as defined by the Civil Service Commission
<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>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	

**THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Contract between the Supplier and the Authority.

**\*Please note this Contract is being accepted by both parties electronically via the Bravo Portal\***