

RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORM

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

FROM:

CUSTOMER	Infected Blood Inquiry
SERVICE ADDRESS	REDACTED
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	CCCB18A10
ORDER DATE	18 th October 2018

TO:

SERVICE PROVIDER	Law Absolute
SERVICE PROVIDER'S ADDRESS	REDACTED
ACCOUNT MANAGER	Name: REDACTED Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	6
NUMBER OF ROLES REQUIRED:	20 - With the option to increase up to a maximum of 50 in total, throughout the life of the Contract. Any increase would be subject to further financial approval
JOB ROLE/TITLE:	Infected Blood Inquiry Legal Team
AGENDA FOR CHANGE PAY BAND:	N/A
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	N/A
HOURS/DAYS REQUIRED:	Usually five days a week, not weekends
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	Travel in UK will be expected, and there may be occasional weekend working.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	N/A
HIGH COST AREA SUPPLEMENT?	None

REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A	
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Paralegals will have relevant experience of working in a legal office and will ideally have a legal qualification at a tertiary level. Experience will include reviewing documentary evidence for relevancy. Taking written statements will involve interviewing witnesses and drafting the instructions into a statement.	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTED, Infected Blood Inquiry Legal Team	
POST CODE OF LOCATION WITH REQUIREMENT:	REDACTED	
RM971 LOT:	6	
NUMBER OF ROLES REQUIRED:	20 - With the option to increase up to a maximum of 50 in total, throughout the life of the Contract. Any increase would be subject to further financial approval	
JOB ROLE/TITLE:	Infected Blood Inquiry Legal Team	
AGENDA FOR CHANGE PAY BAND:	N/A	
ADDITIONAL REQUIREMENTS:	All personnel must have clearance at Baseline Personnel Security Standard.	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	23 rd October 2018	
ANTICIPATED END DATE:	22 nd October 2019 with an option to extend for a further period of up to six (6) months. Any extension option exercised would be subject to further financial approval	
TEMPORARY / FIXED TERM ASSIGNMENT:	12 months with the possibility of extension	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
<ul style="list-style-type: none"> • CVS for prospective Paralegals are to be received by 26th October 2018 • Interviews to take place w/c 29th October 2018 • On-boarding - To complete the on-boarding process, including BPSS check within 3 weeks of applicant accepting the role • Paralegals to start 19th November 2018 • Ensure staff are paid within 20 working days of joining the IBI • Please see additional Service levels within section 13 appendix A Statement of Requirement (Part 2 below). 		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
Pay to Worker(s)	£ 157 (day)	£ (Hour/Day)
Total Charge	£ 231.68 (day)	£ (Hour/Day)
DISCOUNTS APPLICABLE:		
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		

Appendix A – Statement of Requirement attached below	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	REDACTED, REDACTED, Law Absolute
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	

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 [(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 Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	
TITLE:	
SIGNATURE:	
DATE:	

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	
TITLE:	
SIGNATURE:	
DATE:	