

**RM6160: 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.

<b>Contracting Authority Name</b>	Secretary of State for Health and Social Care acting as part of the Crown Redacted inline with FOIA
<b>Contracting Authority Contact</b>	Redacted inline with FOIA Redacted inline with FOIA
<b>Contracting Authority Address</b>	Department of Health and Social Care 39 Victoria Street Westminster Victoria London SW1H 0EU
<b>Invoice Address (if different)</b>	Redacted inline with FOIA

<b>Supplier Name</b>	Hays Specialist Recruitment Limited (company number 00975677)
<b>Supplier Contact</b>	Redacted inline with FOIA Redacted inline with FOIA
<b>Supplier Address</b>	4th Floor, 20 Triton Street, London, NW1 3BF

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2
<b>Call-Off (Order) Ref</b>	Redacted inline with FOIA
<b>Call off Start Date</b>	1 <sup>st</sup> December 2021
<b>Call-Off Expiry Date</b>	30 <sup>th</sup> September 2022

# Order Form Template (Short Form)

Crown Copyright 2019

<b>Extension Options</b>	To be agreed
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Redacted
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	210 days
<b>Unsocial hours required – give details</b>	As agreed at point of supply
<b>High cost area supplement details</b>	1. None
<b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>	1. Basic
<b>Immunisation requirements? (Fee type 1 only)</b>	None

<b>Pay band</b>	Band 5	
<b>Fee Type</b>	2. Non-Patient Facing (Disclosure)	
<b>Expenses to be paid or benefits offered</b>	N/A	
<b>Expenses to be paid by Temporary Worker</b>	TBC	
<b>Charge rates</b>	<b>Pre-AWR</b>	<b>Post-AWR</b>
	Redacted inline with FOIA	Redacted inline with FOIA
<b>Total</b> £31,750.21.	Redacted	Redacted
<b>Method of payment</b>	Redacted inline with FOIA	
<b>Discounts applicable</b>	Redacted inline with FOIA	

	Redacted inline with FOIA
	Redacted inline with FOIA

<b>DBS check</b>	Yes - Basic
<b>BPSS required</b>	Yes
<b>State required clearance and background checking</b>	None
<b>Skills, mandatory training and qualifications necessary for the role</b>	Skills assessments – passed.

## 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
The Supplier will provide a Temporary Worker to perform the Assignment as detailed above

## VARIATIONS TO CALL-OFF TERMS AND CONDITIONS

R	
e d in :	
O IA	

Re to	[Redacted]
inli ne wit h FO IA	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]

Redacted inline with FOIA	

**PERFORMANCE OF THE DELIVERABLES**

Key Staff
Redacted inline with FOIA
Key Subcontractors
N/A

**Order Form Template (Short Form)**  
Crown Copyright 2019

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted inline with FOIA	Signature:	Redacted inline with FOIA
Name:		Name:	
Role:		Role:	
Date:	28 <sup>th</sup> June 2022	Date:	18/07/2022