

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.

Contracting Authority Name	Health & Safety Executive
Contracting Authority Contact	
Contracting Authority Address	2.3 Redgrave Court, Bootle, Liverpool L20 7HS
Invoice Address (if different)	APinvoices-HAS-U@gov.sscl.com

Supplier Name	Red Snapper Recruitment Ltd (5129360)
Supplier Contact	
Supplier Address	10 Alie Street London E1 8DE

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	1.11.4.4065. PO 43070016374
Date order placed	26 October 2021
Call off Start Date	15 November 2021
Call-Off Expiry Date	31 March 2022 (96 days)
Extension Options	Can extend if required
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	HR MI and Project Manager
Name of Candidate Contact details	

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	As directed by client
Unsocial hours required – give details	n/a
High cost area supplement	<ol style="list-style-type: none"> 1. None 2. Inner London – City 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	NA

Pay band (use rate card to determine this)	Band 9	
Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	To be claimed in line with the Expense Policy of client	
Expenses to be paid by Temporary Worker	To be claimed in line with the Expense Policy of client	
Charge rates	Pre-AWR	Post-AWR
	£450.00 (Day) Ex VAT	£450.00 (Day) Ex VAT
Method of payment	BACS	
Discounts applicable	50% discount for a nominated worker	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	n/a
State any skills, mandatory training and qualifications necessary for the role	n/a

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



PERFORMANCE OF THE DELIVERABLES

Key Staff
n/a
Key Subcontractors
n/a

For and on behalf of the Supplier – Red Snapper Recruitment Ltd:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	05/01/2022	Date:	10/01/2022