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**HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK**

**ORDER FORM**

**Part 1 : Client Information**

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| --- | --- |
| **Customer** | **Health and Safety Executive**  |
| **Service Address** | **Redgrave Court,****Bootle,****Liverpool****L20 7HS** |
| **Line Manager** | **Name :** **Tel :** **Email :** **(timesheet authorisation, as above unless stated otherwise)** |
| **HSE CONTRACT Ref No.** | **1.11.4.3905.** |

|  |  |
| --- | --- |
| **Contractor** | **Roc-Search** |
| **Service Address** | **3 Hardman Street,** **Manchester.** **M3 3HF** |
| **Account Manager** | **Name:** **Tel :** **Email:** |

**PART 2 : SERVICE REQUIREMENTS**

|  |  |
| --- | --- |
| **NAME OF INTERIM PERSONNEL** |  |
| **FRAMEWORK DISCIPLINE AREA** | **BSR** |
| **JOB ROLE / TITLE** | **Creative Designer** |
| **JOB DESCRIPTION**(including details if part-time / full-time, hours of work, location) |  |
| **DELIVERABLES** | * Develop social content, campaign materials and publications, working across print, digital, video and audio formats.
* Helping to develop branding and design pattern library of digital assets for use on HSE’s website and digital channels, so they can be used across all our core communication technology and platforms.
* Provide an in-house creative service, developing and agreeing:
	+ Clear briefs with commissioners of creative projects, with tightly defined policy and communications objectives, audience needs and insight, strategic alignment
	+ Deliverable production schedules with commissioners, partners and suppliers
	+ Creatively strong concepts and treatments, executed to a high standard to support HSE’s objectives
 |
| **IR35 ASSESSMENT** | Please ensure this outcome is passed to your client. If your client is unhappy with the status of this IR35 award they can e-mail tenders@hse.co.uk for further information. |
| **COMMENCEMENT DATE** |  **19th April 2021.** |
| **END DATE** | **30th September 2021.** |

**PART 3 : FEES / CHARGES**

**i) Total Cost for Assignment: £55,100.00**

**ii) TRAVEL AND SUBSISTENCE**

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| Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the follwing HSE Standard Travel and Subsistence rates. |

**PART 4 : INVOICING & PAYMENTS**

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases ivoices should be submitted to the following address :

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|  |  |  |
| --- | --- | --- |
| Invoicing Address(electronic only) |

|  |
| --- |
| APinvoices-HAS-U@gov.sscl.com |

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Invoices should also include details of the named individual, along with the completed days that they have worked and any VAT properly chargeable.

The Contractor shall send a copy invoice to the HSE Contract Manager identified at Part 1.

HSE shall make payment of agreed costs, in arrears, within 30days of the acceptance of the invoice.

Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE Contract Manager, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are sometimes not aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE’s Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 241 5356 (Option 2). Alternatively, you can email them via has-finance-ap-enquiries@gov.sscl.com

If they are unable to offer you an answer to your queries, then you should contact the **HSE Contact Manager** via email, detailing the **Contract Reference No.**, the **PO No.**, and details of what your query is.

**PART 5 : SIGNATORIES**

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

**IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:**

|  |  |
| --- | --- |
| Signature |  |
| Name in Capitals |  |
| Position |  |
| Date |  |

Duly authorised to sign on behalf of

**ROC SEARCH**

3 Hardman Street, Manchester. M3 3HF

|  |  |
| --- | --- |
| Signature |  |
| Name in Capitals |  |
| Position |  |
| Date |  |

Duly authorised to sign on behalf of the

**HEALTH AND SAFETY EXECUTIVE**

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS