

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	Department of Health and Social Care
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	39 Victoria Street 1st Floor South Westminster London SW1H 0EU United Kingdom
Invoice Address (if different)	As Above

Supplier Name	Red Snapper Recruitment Ltd (5129360)
Supplier Contact	[REDACTED] [REDACTED]
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)	TBA
Date order placed	26/04/21
Call off Start Date	n/a
Call-Off Expiry Date	n/a
Extension Options	Can extend if required

Order Form Template (Short Form)

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Deputy Director – Primary Care, Community & Non Acute Services – National PPE Covid Cell
Name of Candidate Contact details	[REDACTED]
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Contract until 30/9/21 - Extended until 31/03/22
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 10A				
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	TBC				
Charge rates	<table> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td></tr> </table>	Pre-AWR	Post-AWR	[REDACTED]	[REDACTED]
Pre-AWR	Post-AWR				
[REDACTED]	[REDACTED]				
Method of payment	BACS				
Discounts applicable	[REDACTED]				

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	Deputy Director

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
Deputy Director - Contract starts 03/05/2021 - 30/09/2021
Contract extended from 01/10/2021 - 31/03/2022 - This short order form is to cover the extension.

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
NA

For and on behalf of the Supplier – Red Snapper Recruitment Ltd:		For and on behalf of the Contracting Authority – DHSC:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	