

Annex 1: Order Form

THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF

FRAMEWORK CONTRACT: RM6160

CONTRACTING AUTHORITY	Defra
CONTRACTING AUTHORITY ADDRESS	Nobel House 17 Smith Square London SW1P 3JR
INVOICE ADDRESS (if different)	SSCL, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ
CONTACT REFERENCE	[REDACTED]
ORDER NUMBER	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
ORDER DATE	

SUPPLIER	Morgan Hunt
SUPPLIER'S ADDRESS	9 th Floor, 125 London Wall, London, EC2Y 5AS
ACCOUNT MANAGER	[REDACTED]

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM6160 LOT:	1 – Admin and Clerical
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Administrative Assistant Support
PAY BAND:	5
HOURS/DAYS REQUIRED:	7.4 hours per day / 5 days per week
ANY UNSOCIAL HOURS REQUIRED?	None
ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?	N/A
FEE TYPE:	1. <input type="checkbox"/> Patient Facing 2. <input checked="" type="checkbox"/> Non-Patient Facing (Disclosure) 3. <input type="checkbox"/> Non Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	Not Applicable
CRIMINAL RECORDS CHECK	Yes Disclosure Type & Number, Date Issued _____ If the DBS update service has been used, date of last check: _____
BPSS REQUIRED	Yes – BPSS to be in place before individual starts work

STATE ANY ADDITIONAL CLEARANCE & BACKGROUND CHECKING REQUIRED	
SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	As per Job Description supplied
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	[REDACTED]
EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:	N/A
EXPENSES TO BE PAID BY CANDIDATE:	
ADDITIONAL REQUIREMENTS:	Defra will not be liable to pay Temporary to Permanent Fees if, and only if, the temporary worker secures permanent employment (including Fixed Term contracts) through Fair and Open Competition as defined by the Civil Service Commission
PART 1.2: ANTICIPATED DURATION OF CONTRACT	
COMMENCEMENT DATE:	19/10/2020
ANTICIPATED END DATE:	31/03/2021
TEMPORARY OR FIXED TERM ASSIGNMENT:	Temporary Term Assignment
PART 1.3: MILESTONES AND KEY DELIVERABLES	
As agreed with Assignment Manager	
PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):	
[REDACTED]	[REDACTED]
PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.	
DISCOUNTS APPLICABLE:	[N/A]
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
Acceptance by hiring manager of completed retrospective timesheet	
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS	
As per standard terms	

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:	
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:	

THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority 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 Contract between the Supplier and the Authority.

Please note this Contract is being accepted by both parties electronically via the Bravo Portal