

## 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>	Department for Business, Energy and Industrial Strategy
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	1 Victoria St, Westminster London SW1H 0ET
<b>Invoice Address (if different)</b>	REDACTED

<b>Supplier Name</b>	Methods Business and Digital Technology Limited
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	Saffron House, 6-10 Kirby Street, London, EC1N 8TS

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2
<b>Order reference number (e.g. purchase order number)</b>	CS21054
<b>Date order placed</b>	29/01/2021
<b>Call off Start Date</b>	15/02/2021
<b>Call-Off Expiry Date</b>	13/08/2021
<b>Extension Options</b>	TBC
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Configuration & Integration Lead
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	40 hrs/week
<b>Unsocial hours required – give details</b>	
<b>High cost area supplement details (NHS only)</b>	1. None 2. Inner London 3. Outer London 4. Fringe
<b>Immunisation requirements? (Fee type 1 only)</b>	

<b>Pay band (use rate card to determine this)</b>	
<b>Fee Type</b>	1. Patient Facing 2. Non-Patient Facing (Disclosure required)

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	3. Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	No	
<b>Expenses to be paid by Temporary Worker</b>	Yes	
<b>Charge rates</b>	Pre-AWR	
	£ REDACTED /day	
	£ (Hour/Day)	
<b>Method of payment</b>	30 days in arrears	
<b>Discounts applicable</b>		

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

## **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**

<b>The requirement</b>
<p>The workstream lead is expected to lead and deliver the integration workstream for the programme, undertaking the relevant activities to enable the successful implementation, user adoption and realisation of benefits. This will include the coordination and management of resources in multiple locations.</p> <ul style="list-style-type: none"><li>• To enable this the following deliverables are expected to be led by the workstream lead:</li><li>• Mapping of the existing application architecture</li><li>• Coordination and oversight of the middleware solution design</li><li>• Mapping, repository and oversight of the interfaces for the 'as-is'.</li><li>• Oversight of the testing strategy and plan, including quality criteria<ul style="list-style-type: none"><li>○ Development of the testing scripts</li><li>○ Coordination of the testing elements including SIT, UAT, LAT, OAT, etc.</li><li>○ Coordination with 3<sup>rd</sup> parties to ensure testing</li></ul></li><li>• Oversight of the SI design, configuration etc,</li></ul> <p>The above list is not exhaustive, with the workstream lead empowered to define, shape and map wider deliverables, drawing on their experience. This will include the relevant procurement of specialist support and managed services to deliver appropriate middleware, etc.</p>

## **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<b>REDACTED</b>
<b>Key Subcontractors</b>
N/A

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	