**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk) |

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| **Supplier Name** | SmartSourcing Limited |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | Tanglewood  90-92 Vicarage Hill  South Benfleet  SS7 1PE |

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| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | TIS0592 |
| **Date order placed** | 24/11/2022 |
| **Call off Start Date** | 12/12/2022 |
| **Call-Off** **Expiry Date** | 09/06/2023 |
| **Extension Options** | Extension options to extend for up to 12 months to 7th June 2024 subject to the relevant approvals being obtained. |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Solution Architect – Customer Digital Services & Data Transformation project/Application Optimisation Projects. |
| **IR35** | In Scope of IR35 |
| **Notice Period** | Two Weeks (Ten Working Days) |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | 8 hours per day excluding lunch |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | 1. None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10B | |
| **Fee Type** | 2. Non-Patient Facing (Disclosure required) | |
| **Expenses to be paid or benefits offered** | N/A | |
| **Expenses to be paid by Temporary Worker** | N/A | |
| **Charge Rates** | Pre-AWR | Post-AWR |
| REDACTED | REDACTED |
| REDACTED | REDACTED |
|  | REDACTED | REDACTED |
| **Method of payment** | Invoice/BACS | |
| **Discounts applicable** | N/A | |

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| **Criminal records check required** | No |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | None |
| **State any skills, mandatory training and qualifications necessary for the role** | Strong technical or development background is required along with the ability to discuss the details of a broad range of industry-standard technologies, across both proprietary and open-source technology stacks.GDS experienceUnderstanding of open standards, common components and patterns and PowerApps and related architectureBusiness and data modellingCustomer and Agency security and data needsBizzDesign & Archimate |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The Requirement** |
| **Solution Architect –** REDACTED  Supporting Customer Digital Services and Data Transformation project/Application Optimisation Projects.   |  |  |  | | --- | --- | --- | | **Outcome/ Deliverable** | **Description** | **Acceptance Criteria** | | Technical Oversight and Assurance | To provide technical oversight and assurance to the Customer Digital Services (CDS) Project teams in conjunction with DTS senior stakeholders and governance bodies. This will continue through procurement and beta phases. | Responsible for ensuring the proposed routes/solutions deliver services that align with the Agency’s IT principles and meet the required outcomes of the projects | | Technical Design | To provide technical design documentation of CDS project delivery (either by project resources or third-party suppliers) by either producing or supporting the production of required technical designs using agreed methodologies and tooling (ArchiMate / BiZZdesign). All alterations to existing design to be fully documented. | Deliver overarching solution architecture documentation. | | Technical assurance and strategic direction | Technical assurance of documents produced by others. Ensure agency strategic direction is factored into architectural and lower level design decisions. Ensure the solution is not supplier-led, and that technology choices are aligned with agency strategic direction, including for data and security specifications. Refer to and consult with DTS Senior Stakeholders as required. | Technical documentation for Technical Assurance Group | | Strategic management of stakeholders on digital and technology matters | Manage the engagement of key CDS technical stakeholders. | Attendance at TAG, project boards and other DTS meetings as required. | | Technical exploration | Work with CDS project team and wider agency to explore the solution – focusing on integrations, and dependencies, constraints, ensuring planned system architecture aligns with strategic principles , are robust, scalable, open and secure, throughout the project lifecycle and iterative development of the beta phases. | Technical documentation to support work, including technical requirements and diagrams  Outlined:   * recommendations for Beta phases and for future procurement * Risks and constraints for options | | Lead technical and architectural approval process – internal architecture process | Work with the CDS project team to identify, produce and present key architectural insights and decisions points to the agency Architecture Forum and onward for approval at the Technical Assurance Group. Should the solution change, further assurances and approvals may be required | Technical documentation approved within DTS | | Lead technical and architectural approval process – GDS and BEIS | Work with the CDS project team to present key architectural insights and decisions points to PAG and GDS for Beta Assessment. | Technical documents and plans agreed by BEIS and GDS. | | Production of other key documents | To support the CDS project team in the production and quality assurance on any cost estimates, project plans, dependencies or risk/issue assessments as required to deliver the technical aspects required to meet the project outcomes. | Delivery plan approved by the project board. | | Supplier evaluation | Assist the CDS project team in the evaluation of supplier proposals, ensuring that they align with project requirements, and wider agency constraints that impact the project | Supplier evaluation completion | | Stakeholder engagement | Cross-architectural  engagement to ensure that dependencies, constraints, and technical risks are monitored to ensure that delivery of the solution as anticipated. Engaging with key groups within the agency including security, information governance, architecture, and service governance to ensure alignment with wider agency and strategies. | Solution aligns to the wider agency strategy and requirements of key DTS groups. | | Supplier engagement | Working with the supplier post-procurement to ensure that the solution being built adheres to the agreed design and technical needs of the business, ensuring that any agreed changes have been fully documented and approved by the correct individual or assurance board | Fully documented changes with audit trail to show agreement and authorisation.  Technical documentation updated and reflects the solution being built | | Knowledge transfer | Knowledge transfer completed with supplier and individuals identified by the project. | Knowledge transfer completed and supplier and project lead have both provided agreement that all information and understanding has been transferred as required from solution architect |   Specific role details for Data Transformation project/Application Optimisation Project to be agreed.  **Total Contract Value**  The Total Contract Value shall be £114,558.00 for the Initial Period based on a maximum of 122 working days at £939 per day. Rising by £236,628.00 to £351,186.00 if the extension option is enacted based on 252 working days at the same day rate.  **Notice Period: Two Weeks (10 Working Days)** |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| Solution Architect – REDACTED |
| **Key Subcontractors** |
| N/A |

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