

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 [REDACTED]: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	NHS Midlands & Lancashire Commissioning Support Unit
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	People Support Officer
Invoice Address (if different)	NHS Midlands & Lancashire CSU [REDACTED]

Supplier Name	Woodrow Mercer Healthcare Limited
Supplier Contact	[REDACTED]
Supplier Address	[REDACTED]

Framework Ref	[REDACTED]: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	Will be sent on completion of the process
Date order placed	27/06/2023
Call off Start Date	03/07/2023
Call-Off Expiry Date	14/08/2023
Extension Options	To be exercised if needed
GDPR Position	Independent Controller

Order Form Template (Short Form)

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Job role / Title	Commissioning Support Officer/Brokerage Assistant
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Maximum 37.50 / five days per week: Monday to Friday
Unsocial hours required – give details	No
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	None required

Pay band (use rate card to determine this)	4	
Fee Type	1. Patient facing / remote working via video conference	
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]
Method of payment	Payment within 30 days of invoice	
Discounts applicable	N/A	

Criminal records check required	<input checked="" type="radio"/> Yes / No
BPSS required	Yes / No
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	Commissioning Support Officer/ Brokerage Assistant

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
MLCSU require the services of a suitably experienced and qualified Band 4 Commissioning Support Officer/Brokerage Assistant for a six week assignment, this may be extended.
Confirmation is required from the agency on [REDACTED] that all the relevant checks as per the RM6160 Framework CSS have been completed before a candidate can be agreed. Copies of this confirmation will be retained for audit purposes.

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED] E: [REDACTED] T: [REDACTED]
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Healthcare Recruitment Consultant	Role:	Director of Funded Care
Date:	29/06/2023	Date:	27/06/2023