



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM


PART 1 : CLIENT INFORMATION

CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	1.11.4.3966.

CONTRACTOR	LA INTERNATIONAL COMPUTER CONSULTANTS LTD
SERVICE ADDRESS	International House Festival Way Stoke on Trent ST1 5UB
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
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FRAMEWORK DISCIPLINE AREA	OSD / BPTP
JOB ROLE / TITLE	Business Case Manager - Professional Services Business Case
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 <p>Business Case - PSBC - JD - T3966.do</p>
DELIVERABLES	<ul style="list-style-type: none"> • Lead and coordinate the development of the Professional Services Business Case, demonstrating commercial understanding and Cabinet Office controls. • Provide leadership, advice and guidance to the project delivery team and senior leaders regarding the development of the Professional Services Business Case. • Engage and support a team of people to ensure the rigorous planning, development and drafting of the Professional Services Business Case, to tight deadlines including establishing work priorities • Ensure that the PSBC is prepared in conjunction with finance and procurement teams so that they are financially and commercially robust and are approved without delay. • Draft edit and review of sections of the business case to ensure a consistent narrative throughout. • Plan the assurance and approvals route for the business case approval, liaising with the appropriate project/programme and divisional leads • Engage with senior stakeholders to brief them on the business case, using tailored presentations, in order to facilitate the approval of business cases.
IR35 ASSESSMENT	
COMMENCEMENT DATE	14 June 2021

END DATE	06 September 2021.
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PART 3 : FEES / CHARGES

i) DAILY CHARGE RATE APPLICABLE

<u>Date From</u>	<u>Date To</u>	<u>No. Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
14/06/2021	06/09/2021	60	£650	£55	£705
	Total	60	£39,000.00	£3,300.00	£42,300.00

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and
Subsistence Rates.doc

PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@gov.sscl.com With a copy invoice to the line manager
PURCHASE ORDER NO. (to be quoted on all invoices)	4307xxxxxxxxx To be advised by Line Manager

Invoices should also include details of the named individual, along with the completed days that they have worked and any VAT properly chargeable.

The Contractor shall send a copy invoice to the HSE Contract Manager identified at Part 1.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE Contract Manager, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are sometimes not aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE's Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 241 5356 (Option 2). Alternatively, you can email them via:-
has-finance-ap-enquiries@gov.sscl.com

If they are unable to offer you an answer to your queries, then you should contact the **HSE Contact Manager** via email, detailing the **Contract Reference No.**, the **PO No.**, and details of what your query is.

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of

LA INTERNATIONAL COMPUTER CONSULTANTS LTD
International House, Festival Way, Stoke on Trent ST1 5UB

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS