

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

Provision of Support to Test & Trace Commercial Team 2097

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.

Contracting Authority Name	Department of Health and Social Care
Contracting Authority Contact	██████████
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email invoices to: ██████████ copying in ██████████ Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC

Supplier Name	Investigo Ltd
Supplier Contact	██████████ ████████████████████
Supplier Address	10 Bishops Square, London, E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	2097
Date order placed	As per date of final contract signature
Call off Start Date	27/07/2021
Call-Off Expiry Date	25/10/2021 <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice</i>
Extension Options	Subject to an extension
GDPR Position	Independent Controller
Job role / Title	
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	██
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Order Form Template (Short Form)

Crown Copyright 2019

Pay band (use rate card to determine this)	T&T15095 [REDACTED] Workforce & Construction Officer - SEO	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
Resource: [REDACTED]		£ [REDACTED]
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Contract Value : £29,043.20	
Discounts applicable	[REDACTED]	

Standard 30 days payment terms

Criminal records check required	Yes
BPSS required	<p>Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED] We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date</p>
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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
<p>The role is critical to the delivery of the infrastructure team and on-going continuity in meeting the demand on the Commercial function</p> <p>The candidates will provide a full handover to UKHSA permanent employee once identified.</p> <p>Reporting and Monitoring requirements – all personnel resources</p> <ul style="list-style-type: none">• The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.• Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained. <p>At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
<div><div></div><div></div><div></div></div>
Key Subcontractors
None

Order Form Template (Short Form)
Crown Copyright 2019

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	5.08.21	Date:	12/08/21