

Annex 1: Order Form

THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160

FROM:

CONTRACTING AUTHORITY	Department of Health and Social Care
CONTRACTING AUTHORITY ADDRESS	London: Skipton House, 80 London Road, SE1 6LH 39 Victoria Street, SW1H 0EU Leeds: Quarry House, Leeds, LS2 7UE Ludgate Chambers, Ludgate Hill, Leeds, West Yorkshire, LS2 7HZ
INVOICE ADDRESS (if different)	Accounts Payable Department of Health & Social Care, 1 st Floor, 39 Victoria Street, London SW1H 0EU
CONTACT REFERENCE	████████████████████ ████████████████ ████████████████████████████
ORDER NUMBER	PO: TBC
ORDER DATE	30/09/2019

SUPPLIER	Harvey Nash
SUPPLIER'S ADDRESS	Salesforce Tower, 110 Bishopsgate, London, EC2N 4AY
ACCOUNT MANAGER	████████████████████ ████████████████ ████████████████ ████████████████████████████

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM6160 LOT:	Lot 2 – Corporate Functions
NUMBER OF ROLES REQUIRED:	1
NUMBER OF CVS REQUIRED:	As supplied
JOB ROLE/TITLE:	Head of CCIM
PAY BAND:	N/A
HOURS/DAYS REQUIRED:	5 working days / 40 hours a week
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	From operational go live (likely 24-31 October start) hours of coverage will be 0700-2200 Monday -Friday and 0900-1700 weekends. Likely 6 day rolling rota.
ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?	No
FEE TYPE:	Non-Patient Facing (Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	Not Applicable –

CRIMINAL RECORDS CHECK	DBS Basic required	
BPSS REQUIRED	DBS Basic required	
STATE ANY ADDITIONAL CLEARANCE & BACKGROUND CHECKING REQUIRED	N/A	
REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A	
SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	N/A	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	██████████	
EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:	N/A	
EXPENSES TO BE PAID BY CANDIDATE:	N/A	
ADDITIONAL REQUIREMENTS:	N/A	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	14/10/2019	
ANTICIPATED END DATE:	31/12/2019	
TEMPORARY OR FIXED TERM ASSIGNMENT:	Temporary	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
 Head of Case Investigation and Re		
PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
P██████████	█ ██████████	██████████
██████████	█ ██████████	██████████
PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.		
DISCOUNTS APPLICABLE:	N/A	
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
<i>Completion of an assignment checklist by Service Provider</i>		
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS		
<ul style="list-style-type: none"> - One week notice period for either party - Contract duration 55 working days to deliver content as specified above - Inside IR35 Operational go-live: <ol style="list-style-type: none"> 1) Requirement to work within coverage hours 7am – 10pm (Monday – Friday) / 9am – 5pm (Saturday – Sunday). 2) Requirement to be confirmed regarding on-call, likely weekend coverage on rotation. 3) Requirement to be flexible around location London / Leeds within agreement and business requirement 		

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Contract between the Supplier and the Authority.

FOR AND ON BEHALF OF THE SUPPLIER: