

# **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 RM6160**: Non Clinical Temporary and Fixed Term Staff.

<b>Contracting Authority Name</b>	The Insolvency Service
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	Cannon House 18 Priory Queensway Birmingham B4 6FD
<b>Invoice Address (if different)</b>	payments@insolvency.gov.uk  PO Number to be provided. The PO Number must be quoted on each invoice with a clear breakdown of all charges incurred. If these details are not provided the Invoice will not be accepted.

<b>Supplier Name</b>	Talent International Holdings PTY Limited
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	The Quorum Bond Street Bristol BS1 3AE

<b>Framework Ref</b>	RM6160: Non-Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 3
<b>Order reference number (e.g. purchase order number)</b>	TIS0559
<b>Date order placed</b>	19/10/22
<b>Call off Start Date</b>	24/10/22
<b>Call-Off Expiry Date</b>	31/12/24

**Order Form Template (Short Form)**

Crown Copyright 2019

<b>Extension Options</b>	12 month extension option subject to the relevant approvals being obtained.
<b>GDPR Position</b>	Independent Controllers
<b>Job role / Title</b>	Multiple Roles (see individual Call-Offs from this Overarching Order Form) whose job roles and skills are set out in the Digital, Data and Technology Profession Capability Framework.
<b>IR35</b>	It is expected that the roles throughout the duration of this contract and any extensions of it will be within Scope of IR35. IR35 Status will be determined on an assignment basis and detailed in the individual Call-Offs from this Overarching Order Form.
<b>Notice Period</b>	Two Weeks (Ten Working Days)
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	<p>8 hours per day, excluding lunch.</p> <p>The location of the Services will be carried remotely however there will be a requirement for regular face to face meetings at London office (16th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ) or Birmingham office (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD).</p> <p>Travel to the contracted offices of London and Birmingham will be at the Contractor's own expense. Travel to other offices may be required and INSS T&amp;S policy will apply.</p>
<b>Unsocial hours required – give details</b>	None
<b>High cost area supplement details (NHS only)</b>	1. None
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

<b>Pay band (use rate card to determine this)</b>	<p>Multiple Roles (see individual Call-Offs from this Overarching Order Form)</p> <p>A RM6160 Pay Banding will be agreed for each role. If the Banding changes at any point during the duration of the Contract an exceptional approval will be required from the Contracting Authority.</p>
<b>Fee Type</b>	2. Non-Patient Facing (Disclosure required)

**Order Form Template (Short Form)**

Crown Copyright 2019

<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	N/A
<b>Charge Rates</b>	<p>To be detailed in the individual Call-Offs from this Overarching Order Form.</p> <p>Charge Rates to be as per the Supplier's TIS0559 Tender Return detailed in Appendix D. Detailed in schedule below.</p> <p>The Total Maximum Value of this Call Off Contract will be £1.65m per annum.</p>
<b>Method of payment</b>	<p>Invoice/BACS</p> <p>Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p> <p>Each invoice must state the Purchase Order number for this Call Off Contract</p>
<b>Discounts applicable</b>	N/A

<b>Criminal records check required</b>	No
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	To be detailed in the individual Call-Offs from this Overarching Order Form.

## **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**

### **1. The Requirement**

Contracting Authority is currently delivering its five-year strategy which aims to ensure that we have an agency fit for the future; one which will support businesses and citizens as the country emerges from the COVID-19 pandemic and helps the UK economy to thrive. We will also continue to ensure that we deliver excellent standards of public services, putting our customers and stakeholders at the heart of everything we do.

Contracting Authority's strategy is supported by themes, one of which is to strengthen our system regulation and improve the insolvency framework. The purpose of this engagement is to secure suitable resources to support the project teams from the alpha phase, beta phase and through to delivery for key projects over the next 2-3 years.

The Contracting Authority shall require resources as per the Digital, Data and Technology Profession Capability Framework which shall be required to support the Agency Strategy through to delivery and will work as part of an Agile team. The Digital, Data and Technology Profession Capability Framework sets out job roles and skills for each role:

All resources are likely to fall within scope of IR35. This will be determined through the completion of a Status Determination Statement (SDS).

The Supplier will replace any Contractor who leaves or is given notice prior to the agreed end of their Contract Duration.

### **2. Contracting Authority Responsibilities**

The Contracting Authority shall provide.

- clear role descriptions to aid the identification of suitable contractors.
- a point of contact for on-boarding and off-boarding contractors.
- laptops and any other necessary equipment are available and will be accessible on the stated start date.
- a Lead Project Manager (or other Nominated Person) will provide overall management of contractor whilst carrying out services.

REDACTED

### **3. Service Level Agreements (SLAs)**

The following service levels will be required for all projects called off under this Contract:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Time to shortlist	Time from approved requirement to 3 CV sent within 3 business days	90%
2	CV to interview	Number of CV's submitted for each interview arranged	3:1
3	Interview and formal approval and agreement	No of days between offer and agreement	5 days
4	Onboarding	No of days from formal agreement and onboarded to hiring manager	10 days
5	Hiring Manager satisfaction	% of responses satisfied with process and candidate	90%

### **4. Social Value Commitment**

REDACTED

#### **Security**

The Supplier personnel will have the appropriate security clearance that is maintained throughout the performance of the contract and comply with any additional security clearance requirements as requested by the Contracting Authority. This will be BPSS as a minimum and will be confirmed for each individual role, with the exception of the Data Architect role that will require SC clearance.

The Supplier's onboarding department will ensure compliance with BPSS Standards, IR35, and Non-Disclosure Agreements.

The Supplier provides details of its personnel security procedures to the Contracting Authority along with contact details of all personnel involved in the performance of the contract as requested.

### **5. Intellectual Property Rights (IPR)**

The Contracting Authority retains ownership of all IPR associated with the documentation produced in the completion of any work called off under a project covered by this Call Off Contract.

### **6. Order Process**

This is the process that will be followed to agree requirements and the recruitment of the resources under this contract:

## Order Form Template (Short Form)

Crown Copyright 2019

- Contracting Authority identify requirement, produce Job Descriptions and complete IR35 determination documentation.
- Contracting Authority confirm relevant approvals including budget holder approval, HR Vacancy Approval and Cabinet Office Controls authorisation are in place.
- Contracting Authority issue requirement details to Supplier
- Discussion held between the Contracting Authority and Supplier to clarify need.
- The Supplier will present 3 CVs of potential personnel for consideration by the Contracting Authority.
- Contracting Authority conduct internal assessments unless an alternative agreement is made.
- Contracting Authority will interview potentially suitable candidates, where appropriate, following internal assessment.
- Contracting Authority to advise Supplier of selected candidate or request alternative CVs for assessment.
- Contracting Authority confirm that laptops and any other necessary equipment is available and will be accessible on the stated start date.
- Contingent Labour Services in Place.
- Contingent Labour Services Reviewed and Monitored.
- Transfer of knowledge from any key personnel.
- Contingent Labour Services comes to an End.
- Lesson Learned exercise takes place as required

### 7. Location

The Contracting Authority will require Contractor attendance at its London office (16th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ) for a minimum of 40% of contracted hours and occasionally Birmingham office (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD). Remaining hours may be worked remotely. Future Projects may require attendance at other locations. The Contracting Authority will detail these in individual Call Off Order Forms.

Travel to the contracted offices of the relevant project will be at the Contractor's own expense. Travel to other offices may be required and INSS T&S policy will apply.

### **Pricing Schedule:**

A RM6160 Pay Banding is agreed for each role as detailed above. If the Banding changes at any point during the duration of the Contract an exceptional approval will be required from the Contracting Authority.

Pricing will be set at Market Value as per the Bandings of the RM6160 Non Clinical Temporary and Fixed Term Staff Framework.

REDACTED

### **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
Contractors to be determined. Individual Call-Offs will be made against this Overarching Contract for each Contractor.
<b>Key Subcontractors</b>
N/A

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Contracting Authority:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

### **Request for Proposal Response (Deadline 1pm 31/08/22):**

TIS0559 Price Schedule\_Talent International Holdings PTY Limited V1.OS0534 Appendix D Pricing Schedule v2.0

REDACTED

TIS0559 Appendix C Response Guidance – Talent International

REDACTED



