

**RM971 NON MEDICAL NON CLINICAL**

**PART 1 – ORDER FORM**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM:

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street London SW1H 0ET
<b>INVOICE ADDRESS (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	CS20007
<b>ORDER DATE</b>	16/01/2020

TO:

<b>SERVICE PROVIDER</b>	Allen Lane Limited														
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St. James's, London, SW1Y 6RJ														
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: <b>REDACTED</b> Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>														
<b>PART 1: SERVICE REQUIREMENT</b>															
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:															
<b>RM971 LOT:</b>	Lot 2														
<b>ADDITIONAL REQUIREMENTS:</b>	N/A														
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>															
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Thursday 2 <sup>nd</sup> January 2020 and expire on Tuesday 31 <sup>st</sup> March 2020.															
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>															
None															
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER:</b>															
The total contract value shall not exceed <b>£25,155.20</b> excluding VAT, as per the breakdown below;															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate (per day)</th> <th>Total Charge (end date stated)</th> </tr> </thead> <tbody> <tr> <td><b>REDACTED</b></td> <td><b>REDACTED</b></td> <td><b>REDACTED</b></td> <td>£25,155.20 (31/03/2020)</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td><b>£25,155.20 exc. VAT</b></td> </tr> </tbody> </table>				Name	Start Date	Rate (per day)	Total Charge (end date stated)	<b>REDACTED</b>	<b>REDACTED</b>	<b>REDACTED</b>	£25,155.20 (31/03/2020)	Total Charge (Ex. VAT)			<b>£25,155.20 exc. VAT</b>
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<b>REDACTED</b>	<b>REDACTED</b>	<b>REDACTED</b>	£25,155.20 (31/03/2020)												
Total Charge (Ex. VAT)			<b>£25,155.20 exc. VAT</b>												
<i>It is the viewpoint of the contracting authority that the candidates above are all out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</i>															
<b>DISCOUNTS APPLICABLE:</b>	None														
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>															

The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.

Invoice to include purchase order number and contract reference shall be sent to [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

**PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS**

The Project Management contractor will:

- Provide executive assistant and diary management support for the Director General Corporate alongside wider administrative tasks.

**PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS**

<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
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<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
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**PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES**

<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
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<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
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**PART 5: CONFIDENTIAL INFORMATION**

<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A
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**Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:  
  
 Data Protection Officer, Department for Business, Energy and Industrial Strategy; 1 Victoria Street, London, SW1H 0ET  
  
 Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)
2. The contract details of the Suppliers Data Protection Officer is:  
  
**REDACTED**  
  
 Email: **REDACTED**  
  
 Tel: 0207 101 8804
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference</b>	<b>CS20007</b>
<b>Date</b>	<b>January 16<sup>th</sup> 2020</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means.  Processing takes place for the purposes of: <ul style="list-style-type: none"> <li>• Pre-employment checking</li> </ul>

	<p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p>

	<p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATATURE</b>	<b>REDACTED</b>
<b>DATE:</b>	16/01/2020

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	16/1/2020