

Annex 1: Order Form

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

CONTRACTING AUTHORITY	Defra
CONTRACTING AUTHORITY ADDRESS	Nobel House 17 Smith Square London SW1P 3JR
INVOICE ADDRESS (if different)	SSCL, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ
CONTACT REFERENCE	[REDACTED]
ORDER NUMBER	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
ORDER DATE	

TO: Allen Lane Financial Recruitment

SUPPLIER	Allen Lane Financial Recruitment
SUPPLIER'S ADDRESS	33 King Street, St. James's, London. SW1Y 6RJ
ACCOUNT MANAGER	[REDACTED]

PART 1: SERVICE REQUIREMENT

PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:

RM6160 LOT:	2 – Corporate Functions
NUMBER OF ROLES REQUIRED:	1
NUMBER OF CVS REQUIRED:	N/A
JOB ROLE/TITLE:	Commissions Manager
PAY BAND:	
HOURS/DAYS REQUIRED:	Full Time
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	As per Job Description supplied
ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?	N/A
FEE TYPE:	1. _____ Patient Facing 2. <input checked="" type="checkbox"/> Non-Patient Facing (Disclosure) 3. _____ Non Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	Not Applicable
CRIMINAL RECORDS CHECK	Yes Disclosure Type & Number, Date Issued _____ If the DBS update service has been used, date of last check:
BPSS REQUIRED	Yes – BPSS to be in place before individual starts work

STATE ANY ADDITIONAL CLEARANCE & BACKGROUND CHECKING REQUIRED		
REGULATED OR CONTROLLED ACTIVITY (ISA)?	As per Job Description supplied	
SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	As per Job Description supplied	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	[REDACTED]	
EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:	N/A	
EXPENSES TO BE PAID BY CANDIDATE:		
ADDITIONAL REQUIREMENTS:	Defra will not be liable to pay Temporary to Permanent Fees if, and only if, the temporary worker secures permanent employment (including Fixed Term contracts) through Fair and Open Competition as defined by the Civil Service Commission	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	05/10/2020	
ANTICIPATED END DATE:	31/12/2020	
TEMPORARY OR FIXED TERM ASSIGNMENT:	Temporary Term Assignment	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
As agreed with Assignment Manager		
PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
<i>[GUIDANCE NOTE: This should not be substantially or materially different from the Charges set out in Schedule 3 to the Framework Contract]</i>		
	Pre-AWR	Post-AWR
Pay to Worker(s)	[REDACTED]	[REDACTED]
Total Charge	[REDACTED]	[REDACTED]
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		
Acceptance by hiring manager of completed retrospective timesheet		
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS		
As per standard terms		
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS		
<i>[GUIDANCE NOTE:</i>		

<i>This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2015]</i>	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	
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:	
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	

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.

Please note this Contract is being accepted by both parties electronically via the Bravo Portal