

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.

Contracting Authority Name	NHS Arden & Greater East Midlands Commissioning Support Unit
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Cardinal Square, 10 Nottingham Road, Derby, DE1 3QT
Invoice Address (if different)	NHS Arden and GEM CSU ODE Payables M405 Shared Business Service PO Box 312 LEEDS LS11 1HP Invoices: sbs.apinvoicing@nhs.net

Supplier Name	Seymour John Public Services (Midlands) Limited
Supplier Contact	[REDACTED]
Supplier Address	1 Aston Court Worcestershire B60 3AL

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	Tender ref: AGEMCSU/TRANS/23/1480 PO number TBC
Date order placed	
Call off Start Date	1 st April 2023
Call-Off Expiry Date	31 st March 2024
Extension Options	No option to extend

Order Form Template (Short Form)

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	N/A – Tender project awarded – see attached documents “1480 Attachment 3” and “Price schedule” for details
Temporary or Fixed Term Assignment	N/A – Tender project awarded – see attached documents “1480 Attachment 3” and “Price schedule” for details
Hours / Days required	N/A – Tender project awarded – see attached documents “1480 Attachment 3” and “Price schedule” for details
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	<ol style="list-style-type: none"> 1. None 2. Inner London 3. Outer London 4. Fringe
Price Schedule	

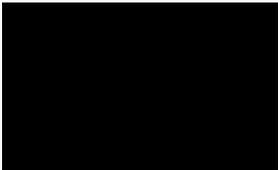
Pay band (use rate card to determine this)	N/A – Tender project awarded – see attached documents “1480 Attachment 3” and “Price schedule” for details	
Fee Type	<ol style="list-style-type: none"> 1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required) 	
Expenses to be paid or benefits offered	N/A – Tender project awarded	
Expenses to be paid by Temporary Worker	N/A – Tender project awarded	
Charge rates	Pre-AWR	Post-AWR
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	BACS	
Discounts applicable		

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	Not required
State any skills, mandatory training and qualifications necessary for the role	Not required
Issue of ID Badge (ID Badge must be worn at all times)	Provided by Customer on commencement

CALL-OFF INCORPORATED TERMS

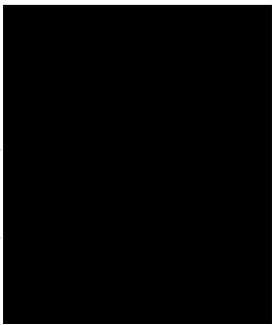
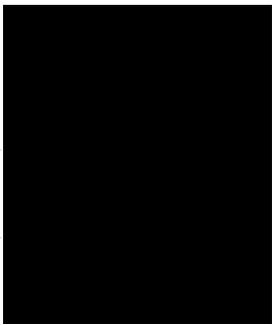
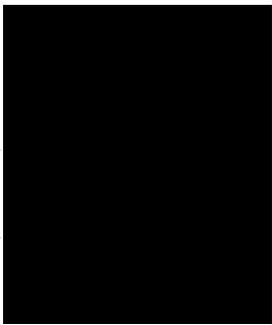
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the [Non Clinical Temporary and Fixed Term Staff](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement


PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	13/03/2023	Date:	20/03/2023