**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** [**h****ere**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

|  |  |
| --- | --- |
| **Contracting Authority Name** | UK Export Finance  |
| **Contracting Authority Contact** | [REDACTED]  |
| **Contracting Authority Address** | 1 Horse Guards Road, London SW1A 2HQ |
| **Invoice Address** **(if different)** | UKEF.InvoicingTeam@ukexportfinance.gov.uk  |

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| --- | --- |
| **Supplier Name** | Green Park Interim & Executive Limited |
| **Supplier Contact** | [REDACTED] |
| **Supplier Address** | 54 Brook's Mews, London W1K 4EF  |

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| --- | --- |
| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | 2 |
| **Order reference number (e.g. purchase order number)** |  |
| **Date order placed** | 23/09/2022 |
| **Call off Start Date** | 26/09/2022 |
| **Call-Off** **Expiry Date** | 25/09/2023 |
| **Extension Options** | One year |
| **GDPR Position** | Independent Controller;  |
| **Job role / Title** | [REDACTED]  |
| **Temporary or Fixed Term Assignment** | Temporary Workers |
| **Hours / Days required** |  |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details****(NHS only)** | N/A |
| **Immunisation requirements? (Fee type 1 only)** | None |

|  |  |
| --- | --- |
| **Pay band (use rate card to determine this)** | 10A |
| **Fee Type** | Non-Patient Facing (Disclosure required) |
| **Expenses to be paid or benefits offered** | Workers can claim expenses as per the Contracting Authority’s Travel & Subsistence Policy.  |
| **Expenses to be paid by Temporary Worker** | N/A |
| **Charge rates** | Pre-AWR | Post-AWR |
| N/A | Pay to Workers | See Annex A |
| N/A | Total Charge per Worker | See Annex A |
| Total contract value: [REDACTED] |
| **Method of payment** | UKEF PO to pay Green Park [REDACTED] |
| **Discounts applicable** | Nominated worker |

|  |  |
| --- | --- |
| **Criminal records check required** | Yes  |
| **BPSS required** | Yes  |
| **State any other required clearance and/or background checking** | Compliance and onboarding check process as stated in the Call-Off Deliverables |
| **State any skills, mandatory training and qualifications necessary for the role** | Workers are nominated by the Contracting Authority or sourced according to the skills and qualifications specified within the job description provided by the Contracting Authority.  |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| 1. The Supplier must manage the onboarding, including compliance and security checks (UKEF will manage the SC clearance process), and payrolling of the Contracting Authority’s overseas contractors/temporary workers.
2. Onboarding checks include:
	1. Proof of Right to work: Passport/Visa/Work permit for the country of the role;
	2. Proof of Identity: Passport / Driving licence;
	3. Proof of address: Dated within the last 3 months;
	4. Overseas Police check: The candidate is required to get a Police Certificate / Statement from the country they are based in as well as any country they have spent 6 months or more in within the last 3 years;
	5. References: the past 3 years’ worth of employment as well as a personal/gap reference for any gaps of over a month within this time;
	6. Signed conflict of interest form: UKEF undertake a review annually of Conflicts of Interest and Financial Interest;
	7. Proof of latest tax declaration: The candidate must show the newest proof that they have paid taxes in the country they are based in;
	8. Overseas tax declaration form: The candidates sign a declaration to state they will pay the appropriate taxes required of them to the relevant tax authorities for their role with the Contracting Authority. The form also indemnifies the Supplier and the Contracting Authority of any tax liability owed/due;
	9. Proof of bank detail:
		1. If the candidate wants to be paid into an international account, the candidate must provide proof that it the account is registered in the country they are based in.
		2. If the candidate wants to be paid into their own company in that country, the candidate must provide proof of their company documents and proof of business banking details.
		3. If the candidate wants to be paid into a UK based business account, the candidate must provide a confirmation of where they’re domiciled for tax purposes and any additional UK tax implications they may incur.
3. Payrolling includes:
	1. The Supplier must enable the Workers to submit timesheets for the Contracting Authority to approve during the first 5 working days of the month. Timesheets should be sent to individual specified by the Contracting Authority for approval;
	2. The Supplier must invoice the Contracting Authority monthly in arrears following receipt of approved timesheets. Invoices should be uploaded to SharePoint as directed by the Contracting Authority.
	3. The Supplier must agree a suitable payment date with each Workers and ensure that payments are made on time and in full.
	4. Contractors/temporary workers will be paid based on days worked per month.
	5. Expenses are paid following claims under the Contracting Authority’s Travel & Subsistence Policy (fir Insider IR35 workers only; expenses must be included within total free upfront (prior to engagement commencing) under Outside IR35/SoW contracts) and must submitted through the Supplier’s timesheet system.
4. Additional Services:
	1. The Supplier must provide - [REDACTED] - a monthly report including each workers’ full name, country where each Worker is based, the Statement of Work (SoW) contract/fixed fee total value (and value paid to date) or day rate, and engagement start and end dates.
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**PERFORMANCE OF THE DELIVERABLES**

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| --- |
| **Key Staff** |
| [REDACTED] |
| **Key Subcontractors** |
| N/A |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Contracting Authority:** |
| Signature: | [REDACTED] | Signature: | [REDACTED] |
| Name: | [REDACTED] | Name: | [REDACTED] |
| Role: | [REDACTED] | Role: | [REDACTED] |
| Date: | 23/09/2022 | Date: | 23/09/2022 |

**Annex 1 – Contract Charges**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Candidate Name**
 | 1. **Current Contract Start Date**
 | 1. **Current Con-tract End Date**
 | 1. **A: Day Rate (or equivalent)**
 | 1. **B: GP service fee per day contractor works**
 | 1. **C: Est. Days of Al-location**
 | 1. **Contract Value ((A+B)x C)**
 |
| 1. [REDACTED]
 | 1. 09/04/2018
 | 1. 31/03/23
 | 1. [REDACTED]
 | 1. [REDACTED]
 | 1. 21 per month
 | 1. [REDACTED]
 |
| 1. [REDACTED]
 | 1. 26/04/2021
 | 1. 30/04/23
 | 1. [REDACTED]
 | 1. [REDACTED]
 | 1. 21 per month
 | 1. [REDACTED]
 |
| 1. [REDACTED]
 | 1. 15/05/2021
 | 1. 13/05/23
 | 1. [REDACTED]
 | 1. [REDACTED]
 | 1. 21 per month
 | 1. [REDACTED]
 |
|  |  |  |  |  | 1. Estimated travel expenses per annum
 | 1. [REDACTED]
 |
|  |  |  |  |  | 1. **Total (excluding 1- year optional ex-tension)**
 | 1. [REDACTED]
 |

Note: the supplier shall only invoice the Contracting Authority as per the costs incurred or actual number of days worked by any

contractors/temporary workers. Travel expenses incurred by contractors (as part of the services under this contract) must be sufficiently

evidenced to the Contracting Authority and will be subsequently reimbursed via the Supplier. The Supplier shall provide evidence (e.g., invoice

related) related to service provision to the Contracting Authority where reasonably requested. Service charges relating to any new sourcing

requirements during the contract term will be discussed and agreed via a Contract Variation if needed.

**Annex 2 – Key Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **KPI**
 | 1. **Description**
 | 1. **Red**
 | 1. **Amber**
 | 1. **Green**
 |
| 1. Payments to contractors/temporary workers
 | 1. Overseas contractors/temporary workers must be paid within a reasonable timeframe and without excess or unreasonable delay.
 | 1. Payments made >30 calendar days after UKEF pays Green Park invoice
 | 1. Payments made between 14-30 calendar days after UKEF pays Green Park invoice
 | 1. Payments made within 1-14 calendar days after UKEF pays Green Park invoice
 |
| 1. Monthly report
 | 1. As per paragraph 4 of the ‘Call-Off Deliverables’, a monthly report to be provided to UKEF HR .
 | 1. Report delivered >14 working days of the end of the preceding month
 | 1. Report delivered between 7-14 working days of the end of the preceding month
 | 1. Report delivered within 7 working days of the end of the preceding month
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