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Procurement in Partnership
The Collaboration of NHS Procurement Hubs

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

Delivered by:

NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative
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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	Department for Business, Energy and Industrial Strategy
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	1 Victoria Street, SW1H 0ET
Invoice Address (if different)	[REDACTED]

Supplier Name	Investigo
Supplier Contact	[REDACTED]
Supplier Address	10 Bishops Square, London E1 6EG

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	Con_3873
Order Date	12.04.2023
Call off Start Date	24.04.2023
Call-Off Expiry Date	27.10.2023
Extension Options	Yes

GDPR Position	Independent Controller
Number of roles required:	1

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Number of CVs required	1
Job role / Title	Head of Commercial
Temporary or Fixed Term Assignment	temporary
Days required	Monday-Friday

Pay band	10AA	
Fee Type	1. Non-Patient Facing (Disclosure)	
Expenses to be paid or benefits offered	Travel to supplier sites (if required)	
Expenses to be paid by Temporary Worker	n/a	
Charge rates	Pay rate	Charge rate
	██████████	██████████
Permanent equivalent	No salary comparator	
Method of payment	The Supplier shall issue electronic invoices weekly in arrears following customer approval of the worker's timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice. Invoice to include purchase Order number and contract reference shall be sent ███	

IR35 ASSESSMENT:	The outcome of the HMRC 'Employment Status for Tax' Assessment is: Off-payroll working rules (IR35) apply
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Criminal records check	Yes – To be completed as part of onboarding
BPSS required	Yes
State required clearance and background checking	Evidence of BPSS has been supplied
Skills, mandatory training and qualifications necessary for the role	N/A

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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**

Head of Commercial for 6 months in BEIS Commercial team, hybrid working model, with base site of Salford

PERFORMANCE OF THE DELIVERABLES**Key Staff****Key Subcontractors**

N/A

Signature Area



