

RM6277: 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	DSIT
Contracting Authority Contact	
Contracting Authority Address	1 Victoria Street, London, SW1H 0ET
Invoice Address (if different)	

Supplier Name	Allen Lane Limited
Supplier Contact	
Supplier Address	33 King Street, London, SW1Y 6RJ

Framework Ref	RM6277: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	2 (Corporate Functions)
Order reference number (e.g. purchase order number)	
Date order placed	2/11/23
Call off Start Date	13/11/23
Call-Off Expiry Date	31/3/24
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Internal Controls Lead
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	9	
Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker		
Charge rates	Pre-AWR	Post-AWR
	Candidate pay: N/A	£ 475 /Day
	Client charge: N/A	£ 564.05 /Day + VAT (£676.80 inclusive)
Method of payment		
Discounts applicable		

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	

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.


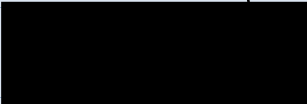


CALL-OFF DELIVERABLES

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PERFORMANCE OF THE DELIVERABLES

Key Staff	
Key Subcontractors	

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	Deputy Director
Date:	2/11/23	Date:	15/11/23