

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

**UKHSA – C136241
IT Managed Service**

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**.

Order Form (Short Form)

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Contracting Authority Name	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Nobel House 17 Smith Square London SW1P 3HX
Invoice Address (if different)	Email invoices to: [REDACTED] Consolidated monthly invoicing - all invoices must quote a valid PO number and shall be accompanied by the relevant timesheets.

Supplier Name	Allen Lane Limited
Supplier Contact	[REDACTED]
Supplier Address	Acre House 11-15 William Road, London, NW1 3ER
Contracting Authority Contact Project Manager	[REDACTED]
Email Address	[REDACTED]

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	Atamis Ref C136241, PO number TBA
Date order placed	As per date of final contract signature
Call off Start Date	2 nd March 2023
Call-Off Expiry Date	30 th September 2023 The Contracting Authority reserves the right to terminate this SOW within this timeframe by giving five days' notice.
Extension Options	Up to a maximum of 3 months - There is flexibility for extension if the office relocation project is delayed due to wider project delivery circumstances on the condition that this is pre-agreed no more than 60 days before the initial term is to come to an end
Contract Value	£199,138.30
GDPR Position	Independent Controller
Job role / Title	N/A
Temporary or Fixed Term Assignment	SOW
Days required	See Schedule 1
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

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Pay band (use rate card to determine this)	N/A	
Fee Type	Non-Patient Facing (Disclosure required)	
Special Term 1	<p>The table in Schedule 1 details the applicable fees payable to the supplier, to deliver against progress of completed deliverables, whilst invoicing on a monthly basis.</p> <p>The applicable charging method(s) for this SOW is outcome based, invoicing time worked against progress towards the Milestones.</p>	
Special Term 2	<p>At the end of the contract (or earlier, if the SOW is terminated early), the agency will communicate to the supplier to agree a date with UKHSA to return any UKHSA IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the supplier does not engage with UKHSA, the agency will send daily reminders to the supplier and support UKHSA to ensure the return of all UKHSA IT equipment and property. UKHSA reserve the right to withhold up to £750 per person from the final payment to the supplier until all UKHSA IT equipment and property has been returned.</p>	
Expenses to be paid or benefits offered	Expenses to be agreed in advance and in-line with UKHSA Expenses Policy	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	See Schedule 1	
Method of payment	<p>BACs or alternative payment method as agreed between the Contracting Authority and the Agency.</p> <p>All invoices must be accompanied by sourced data ie time Sheets and/or receipts from the Supplier including confirmation from the Contracting Authorities Project Manager, that the relevant milestone progress has been made in line with the time worked against the milestones.</p> <p>Standard 30 days payment terms</p>	
Discounts applicable	N/A	

Criminal records check required	Yes
BPSS required	<p>Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED]</p>

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	We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	See Schedule 1

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.

ENTIRE AGREEMENT

This Order Form supersedes all prior agreements and understandings between the parties with respect to the individuals named in Schedule 1.

CALL-OFF DELIVERABLES

The requirement
<p><u>Schedule 1 - Statement of Work</u></p> <p>SOW Deliverables Background: This SOW covers all deliverables described in the Buyer's Invitation to tender and Supplier's written response dated 2nd February.</p> <p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>

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The supplier shall work to support UKHSA and within the parameters of the agreed milestone plan

The Requirement Scope

UKHSA is relocating its central London office from Nobel House, Smith Square, SW1 3JR to 10 South Colonnade, Canary Wharf, E14 5EA.

This project is fast paced with the expectation that UKSHA will be occupying its new London office at Canary Wharf by the end of July 2023. A key aspect of the project is the installation of UKHSA's MS Teams AV facilities from Nobel House to 10 South Colonnade and ensuring the operational use of AV and technology (inc. desktop and print facilities) are operational and delivering on organisational standards and expectations.

The supplier will operate through a managed service, providing specialist capability in this field. The contract will be up to 7 months long, with the flexibility for extension for a maximum of 3 months if the office relocation project is delayed due to wider project delivery circumstances.

This outcome's based managed service requires the below to be delivered in line with the below plan :

Ref #	Milestone Description	Acceptance Criteria	Due Date
1	AV Technical and Service Design complete	<ul style="list-style-type: none"> •Technical Design formal approval •Service Design Document formal approval 	31/05/2023
2	Deliver systems integration engagement	<ul style="list-style-type: none"> •Contract in place with Systems Integrator •Detailed quotes produced by systems integrator •Build and configuration plan agreed with UKHSA, GPA and systems integrator 	30/06/2023

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		•Hardware delivered to site	
3	Audio Visual Build complete	•Programme agreement and sign off on progress •According to overall project plan	31/07/2023
4	Early Life Support delivered successfully Project Management	•Programme agreement + sign off on progress •AV snagging signed off •End user documentation and familiarisation in place •On-site ELS floorwalking delivered	30/08/2023
5	Completion of I.T Services Build and Move	•Network live •Desktops Services Live •Decommission of Nobel House Complete	30/09/2023

Progress Report Frequency

Weekly Progress report

Fortnightly to project sponsor

Progress Meeting Frequency

Daily stand-up briefings for UKHSA team

Fortnightly stakeholder meeting with Supplier

Fortnightly steering group meeting with Project sponsor

PERFORMANCE OF THE DELIVERABLES**Key Staff**

[REDACTED]

Key Subcontractors

N/A

CHARGES

The applicable charging method(s) for this SOW is outcome based, invoicing time worked against progress towards the Milestones *** above.

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The table below outlines the proposed delivery team required to deliver the outcomes in this SOW. The Contracting Authority reserve to right to adjust this throughout the SOW term.

Delivery Resource	Indicative Days	Daily Rate	Total
Technology Project Management			
ICT Engineering			

Total	£199,138.30
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The estimated maximum value of this SOW is £199,736.23

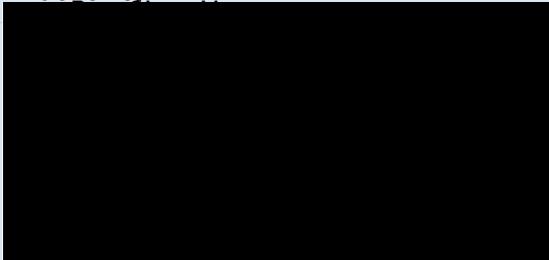
Invoicing and Progress Review: A breakdown of the charges and utilised days against each Work Package to be provided on a monthly basis for your approval. This would form part of a detailed service review meeting where we will provide a Supplier Dashboard that will focus on time worked and progress made against the agreed deliverables.

Assumptions: Pricing assumptions as advised below:

- Work Package pricing estimated on monthly invoicing against capped time and materials, based on progress completed against the agreed outcomes
- Pricing based on full utilisation of delivery resource in line with indicative days
- Pricing is excluding VAT

SIGNATURES AND APPROVALS**Agreement of this SOW**

BY BOTH PARTIES SIGNING this Statement of Work, the Parties agree that it shall be incorporated into the Order Form and Contract and be legally binding on the Parties:

<p>For and on behalf of the Supplier:</p>  <p>Date Signed: 01.03.2023</p>	<p>For and on behalf of the Contracting Authority:</p>  <p>Date Signed: 02/03/2023</p>
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