

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

PRO 5670 Service Management Specialist

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	UK Health Security Agency
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Contracting Authority Contact	
Contracting Authority Address	Nobel House 17 Smith Square London SW1P 3HX
Invoice Address (if different)	<div></div> <p>Consolidated monthly invoicing - all invoices must quote a valid PO number and shall be accompanied by the relevant timesheets.</p>

Supplier Name	Keystream Group Limited
Supplier Contact Number & Email address	<div></div> <div></div> <div></div> <div></div>
Supplier Address	19 Abbots Business Park, Primrose Hill, Kings Langley, WD4 8FR

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	PRO_5670
Date order placed	As per date of final contract signature
Call off Start Date	1 st November 2022
Call-Off Expiry Date	31 st March 2023
	The Contracting Authority reserves the right to terminate any of the resources within this timeframe by giving five days' notice.
Extension Options	Yes
GDPR Position	Independent Controller
Job role / Title	Service Management Specialist
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None

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Immunisation requirements? (Fee type 1 only)	Not Applicable
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Pay band (use rate card to determine this)	10a	
Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	Expenses to be agreed in advance if applicable	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	See Schedule 1	
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Invoice will be raised weekly for week worked. Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	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] 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	Health Safety & Welfare – Yes Information Governance and Cyber Security – Yes Equality, Diversity & Human Rights – n/a Fire Safety – n/a Infection Control Level one or two (Dependent on Role) – n/a Manual handling level one or two (Dependent on Role) – n/a Conflict Resolution – n/a Prevent Radicalisation and/or Prevent WRAP – n/a BLS, ILS or ALS (Indate) – N/A Safeguarding Children and Adults Level one or two (Dependent on Role) – n/a Mental Capacity Act – n/a

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	Lone Worker – n/a Food Hygiene – n/a For any further info see Schedule 1
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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.

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>The resources supplied under this agreement shall work under the direction and control of UKHSA and shall carry out duties and tasks reasonably assigned to them that they are competent and qualified to perform.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Any variation from the standard framework terms • Specialist knowledge requirements • Specific invoicing requirements • Specific service level agreements (SLA) • Specialist management information required. • Any specific health and Safety risks relevant to the role <p>At the end of the contract (or earlier, if resources are terminated early), the agency will communicate to the contractor 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 contractor does not engage with UKHSA, the agency will send daily reminders to the contractor and support UKHSA to ensure the return of all UKHSA IT equipment and property. UKHSA reserve the right to withhold up to £750 from the final payment to the agency until all UKHSA IT equipment and property has been returned.</p>

PERFORMANCE OF THE DELIVERABLES






Key Staff
See Schedule 1
Key Subcontractors
None

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For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
DocuSigned by: 	DocuSigned by: 
Full Name: 	Full Name: 
Job Title/Role: 	Job Title/Role: 
Date Signed: 24.10.2022	Date Signed: 26/10/2022

Schedule 1

The resources to be supplied are as follows (all prices ex VAT)

Name	Role	Start Date	End Date	Charge Rate (Exc Vat)	Days	Total
	Service Management Specialist					£ 76,770.50
					Total	£ 76,770.50