



Workforce  
Alliance

Collaborating for a sustainable workforce

## 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 [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     | Health Education England  |
| Contracting Authority Contact  | [REDACTED]  |
| Contracting Authority Address  | Stewart House, 32 Russell Square, London, WC 1 B 5DN  |
| Invoice Address (if different) | <p>[REDACTED] Health Education England, T73 Payables<br/>F485, Phoenix Way, Topcliffe Lane, Tingley Wakefield WF3 1 WE.</p> <p>Please ensure that the format of this address is copied onto the invoice otherwise this will delay invoice payments.</p> |
| Supplier Name                  | Venn Group  |
| Supplier Contact               | 020 7557 7667   |
| Supplier Address               | Cottons Centre<br>Hays Lane<br>London<br>SE1 2QP  |
| Framework Ref                  | RM6160: Non Clinical Temporary and Fixed Term Staff   |
| Framework Lot                  | Lot 3   |

Order Form Template (Short Form)  
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|   |  |
|---|--|
| Order reference number (e.g. purchase order number) | TBC  |
| Date order laced                                    | 18th January 2023  |
| Call off Start Date                                 | 6th February 2023  |
| Call-Off Ex i Date                                  | 30th September 2023  |
| Extension Options                                   | May be extended to 31 <sup>st</sup> January 2024 with agreement of both parties (additional 55 da s) |
| GDPR Position                                       | Independent Controller   |
| Job role / Title                                    | Azure Infrastructure Engineer — National Data Service  |
| Temporary or Fixed Term Assignment                  | Temporary Assignment   |
| Hours / Days Required                               | 165 days   |
| Unsocial hours required - give details              |  |

|   |  |
|---|--|
| High cost area supplement details (NHS only.) | None   |
| Immunisation requirements? (Fee type<br>nlv)  |  |
| Pay band (use rate card to determine this)    | Band 10b                                       |
| Fee T e                                       | 3. Non-Patient Facing (No Disclosure required) |
| Expenses to be paid or benefits offered       |  |
| Expenses to be paid by Temporay Worker        |  |
| Charge rates                                  | £700 per day , exc. VAT                        |
|   |  |
|   |  |
| Method of payment                             | Invoices in weekly arrears.                    |
| Discounts applicable                          |  |

|  |    |
|--|----|
| Criminal records check required  | No |
| BPSS required  | No |
| State any other required clearance and/or back round checkin                   |    |
| 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

|                 |
|-----------------|
| The requirement |
|-----------------|

The HEE National Data Service has deployed robust technical facilities within the HEE Azure cloud to support data collections, data management, data warehousing and analytics. These services have been developed using modern cloud technology including Azure web services, Azure Active Directory, managed databases, Azure Data Factory, Azure Data Lake cloud storage, analytical and data engineering tools (e.g. Azure DataBricks, Azure ML services), service monitoring tools and visualisation tools (Tableau and Power BI). This is business critical infrastructure for both HEE and several partners who also rely on the data collection, processing, storage and analytics the data service provides.

Transition into NHS England requires transfer of these technical facilities, along with continuation of service development and appropriate maintenance and support to maintain the continuity of the services they underwrite. Following transition, work to design and implement new service models will be commenced. Existing infrastructure needs to be managed and maintained during this period and support needs to be available to assist with migrating to new operating models.

The primary requirement is to de-risk organisational change by ensuring that the technical infrastructure that HEE uses is resilient through the transition period and remains supported through post transition service and infrastructure redesign.

Specific skills required are as follows:

- The ability to use DevOps to deploy cloud infrastructure in Azure using BICEP, ARM templates and PowerShell

- Database administration skills, including specialist knowledge of Microsoft SQL platform as a service database server ('managed instances').

- Network and security engineering skills, including firewalls, network configuration, managed identities, service principals and active directory

- Azure Data Factory configuration and deployment capability using Azure DevOps Configuration of Azure DataLake

- Development of Azure DataBricks test environments to promote the development of key technical skills for analysts and data engineers that will be required post transition

- The ability to conduct service monitoring configuration and deployment using Azure DevOps Use of GitHub and Software development tools (Microsoft stack — Visual Studio Code / Visual Studio, Azure DevOps)

- The ability to produce useful, high-quality documentation

- The ability to train staff in the management and usage of tools and technologies Excellent communication skills (written and verbal) The ability to work collaboratively with staff in NHS England Data, Analytics and technical services and the National Data Service technical Team Project management / team working skills

Form)

- Infrastructure architecture skills

This provision will de-risk the transition of HEE workforce data services into NHS England and provide the necessary technical support required to underwrite future service redesign / integration.

## PERFORMANCE OF THE DELIVERABLES

### Key Staff

██████████  
Consultant — Venn Group  
Email: ██████████  
Telephone Number: ██████████

### Key Subcontractors

██████████

| For and on behalf of the<br>Supplier |                                | For and on behalf of the<br>Contracting Authority |  |
|--------------------------------------|--------------------------------|---|--|
| Signature                            | ██████████                     | Signature   | ██████████                                   |
| Name                                 | ██████████                     | Name  | ██████████                                   |
| Role                                 | Senior Manager<br>(Venn Group) | Role  | Associate Director,<br>National Data Service |
| Date                                 | 18 <sup>th</sup> January 2023  | Date  | 18 <sup>th</sup> January 2023                |
|                                      |                                |   |  |