



## **HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM**

**CCN01**

### **PART 1 : CLIENT INFORMATION**

<b>CUSTOMER</b>	<b>HEALTH AND SAFETY EXECUTIVE</b>
<b>SERVICE ADDRESS</b>	<b>Redgrave Court, Bootle, Liverpool L20 7HS</b>
<b>LINE MANAGER</b>	<b>(timesheet authorisation, as above unless stated otherwise)</b>
<b>HSE CONTRACT REF NO.</b>	<b>1.11.4.3724</b>

<b>CONTRACTOR</b>	<b>ROC-SEARCH</b>
<b>SERVICE ADDRESS</b>	<b>3 HARDMAN STREET, MANCHESTER. M3 3HF</b>
<b>ACCOUNT MANAGER</b>	

## PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Senior Business Analyst
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 Senior Business Analyst Job Descript
DELIVERABLES	
IR35 ASSESSMENT	 IR35 result for interims.pdf
COMMENCEMENT DATE	26 <sup>th</sup> October 2020
ORIGINAL END DATE	31 <sup>st</sup> March 2021
<b>CCN01</b>	<b>30 June 2021</b>
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

**PART 3 : FEES / CHARGES****i) DAILY CHARGE RATE APPLICABLE**

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
26/10/2020	31/03/2021	110	£500	£89	£589
01/04/2021	30/06/2021	61	£500	£89	£589
	<b>TOTAL</b>	<b>171</b>	<b>£85,500.00</b>	<b>£15,219.00</b>	<b>£100,719.00</b>

**For this change the duration shall increase from 110 days to 171 days.**

**The total costs for this change shall increase from £64,790.00 to £100,719.00**

**ii) TRAVEL AND SUBSISTENCE**

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and  
Subsistence Rates.doc

## PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

<b>INVOICING ADDRESS</b> (electronic only)	<a href="mailto:APinvoices-HAS-U@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
<b>PURCHASE ORDER NO.</b> (to be quoted on all invoices)	<b>43070013091</b>

Invoices should also include details of the named individual, along with the completed days that they have worked and any VAT properly chargeable.

The Contractor shall send a copy invoice to the HSE Contract Manager identified at Part 1.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE Contract Manager, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are sometimes not aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE's Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 241 5356 (Option 2). Alternatively, you can email them via [has-finance-ap-enquiries@gov.sscl.com](mailto:has-finance-ap-enquiries@gov.sscl.com)

If they are unable to offer you an answer to your queries, then you should contact the **HSE Contact Manager** via email, detailing the **Contract Reference No.**, the **PO No.**, and details of what your query is.

## PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

### IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature .....

Name in Capitals .....

Position .....

Date 05/03/2021 .....

Duly authorised to sign on behalf of

#### **ROC SEARCH**

3 Hardman Street, Manchester. M3 3HF

Signature .....

Name in Capitals .....

Position .....

Date 8<sup>th</sup> March 2021 .....

Duly authorised to sign on behalf of the

#### **HEALTH AND SAFETY EXECUTIVE**

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS