**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk)  PO Number to be provided. The PO Number must be quoted on each invoice with a clear breakdown of all charges incurred. If these details are not provided the Invoice will not be accepted. |

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| **Supplier Name** | SmartSourcing Limited |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | Tanglewood  90-92 Vicarage Hill  South Benfleet  SS7 1PE |

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| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | TIS0562/7 |
| **Date order placed** | 05/12/22 |
| **Call off Start Date** | 06/12/22 |
| **Call-Off** **Expiry Date** | 31/03/23 |
| **Extension Options** | 12 month extension option subject to the relevant approvals being obtained. |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Test Manager |
| **IR35** | In Scope of IR35 |
| **Notice Period** | Two Weeks (Ten Working Days) |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | Full Time 5 Days a week. 8 hours per day, excluding lunch The location of the Services will be carried out remotely however there may be a requirement for face-to-face meetings at Birmingham office. (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD).Travel to the contracted office of Birmingham will be at the Contractor’s own expense. Travel to other offices may be required and INSS T&S policy will apply. |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | 1. None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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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** | N/A |
| **Expenses to be paid by Temporary Worker** | N/A |
| **Charge Rates** | REDACTED |
| REDACTED |
| REDACTED |
| **Method of payment** | Invoice/BACS |
| **Discounts applicable** | N/A |

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| **Criminal records check required** | No |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | SC Clearance required. |
| **State any skills, mandatory training and qualifications necessary for the role** | See below |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The Requirement** |
| **Skills/Experience**Proven Test Management experience in delivering key project productsManagement of suppliers delivering major software upgrades and data migration to key business applicationsCreation of test strategy and leading its implementationExcellent Stakeholder engagement skillsManaging test teams to perform baseline, regression and performance testing in development, system integration, pre-production, and production environmentsOrganising and managing user acceptance testingDesign and execute a wide range of testing techniques and communicate test results to both technical and non-technical stakeholders.Make decisions on the environment for testing.Identify defects, record, and prioritise them based on defect severity.Knowledge of non-functional testing techniques.Execute non-functional test scenarios and identify defects.Experience of Jira**Job Description** For Agresso:  Test Stagey detailing approach and process for the appropriate stage of testing with clear roles and responsibilities **Deliverables**Test Strategy produced and signed off**Job Description** For Agresso and ISCIS, SPP - Working with project team testers and end users to define sufficient testing scenarios to ensure all current systems functionality is accurately captured including Test scripts, containing steps required to exercise the business process to ensure confidence in the application **Deliverables**Test scripts produced by project test team and end users**Job Description** Execution of test scripts and Defect management, to provide regular updates on the state of execution and to manage defects with the supplier, daily/weekly progress report required. **Deliverables**Test scripts executed. Defects recorded and managed to resolution. Daly/weekly progress reports produced**Job Description** Test exit report, to be produced, detailing confidence of the application to go live.  The delivery dates for above documents will be defined in project plan, for the appropriate state of testing. **Deliverables**Test exit report produced including recommendationkey milestones  |  |  |  | | --- | --- | --- | | **Milestone** | **Description** | **Timeframe** | | 1 | ISCIS and SPP Remediation completed in Pre-Production | By 09/1/23 | | 2 | ISCIS and SPP Remediation completed in Production | By 30/1/23 | | 3 | Agresso Remediation SIT testing completed | By 31/3/23 |   **The Contract Period for this Call-Off Agreement is 6th December 2022 to 31st March 2023.**  **This period includes a maximum of 81 Working Days for the Initial Term. The Maximum**  **Contract Value for this Call-Off Agreement is £56,972.16 (based on a total bill rate of £703.36 per day for a maximum of 81 working days). There is a 12-month Extension Option included in this Call Off Agreement from 1st April 2022 to 31st March 2023. This period includes a maximum of 220 Working Days for the Extension term. If this Extension Option is enacted the Maximum Contract Value will increase by £154,739.20 to £211,711.36 (based on a total bill rate of £703.36 per day for a maximum of 220 working days).** |

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**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| Test Manager - REDACTED |
| **Key Subcontractors** |
| N/A |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Contracting Authority:** | |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: | REDACTED | Date: | REDACTED |