

RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORM

THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

FROM:

CUSTOMER	Infected Blood Inquiry
SERVICE ADDRESS	Fleetbank House, 1 st Floor West, 2-6 Salisbury Square, London EC4Y 8AE
INVOICE ADDRESS(if different)	Please email invoices to: REDACTED and copy to REDACTED
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	CCCB19A04
ORDER DATE	24 th June 2019

TO:

SERVICE PROVIDER	Law Absolute Ltd
SERVICE PROVIDER'S ADDRESS	55-56 Lincoln's Inn Fields WC2A 3LJ
ACCOUNT MANAGER	Name: REDACTED Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	6
NUMBER OF ROLES REQUIRED:	40 - Any increase would be subject to further financial approval.
JOB ROLE/TITLE:	Infected Blood Inquiry Legal Team
AGENDA FOR CHANGE PAY BAND:	N/A
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	N/A
HOURS/DAYS REQUIRED:	Usually five days a week, not weekends
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	Travel in UK will be expected, and there may be occasional weekend working.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	N/A
HIGH COST AREA SUPPLEMENT?	None

REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A	
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Paralegals will have relevant experience of working in a legal office and will ideally have a legal qualification at a tertiary level. Experience will include reviewing documentary evidence for relevancy. Taking written statements will involve interviewing witnesses and drafting the instructions into a statement.	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTED, Infected Blood Inquiry Legal Team	
POST CODE OF LOCATION WITH REQUIREMENT:	EC4Y 8AE	
RM971 LOT:	6	
NUMBER OF ROLES REQUIRED:	40 - Any increase would be subject to further financial approval	
JOB ROLE/TITLE:	Infected Blood Inquiry Legal Team	
AGENDA FOR CHANGE PAY BAND:	N/A	
ADDITIONAL REQUIREMENTS:	All personnel must have clearance at Baseline Personnel Security Standard.	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	24 th June 2019	
ANTICIPATED END DATE:	23 rd June 2020 with an option to extend for a further period of up to six (6) months. Any extension option exercised would be subject to further financial approval	
TEMPORARY / FIXED TERM ASSIGNMENT:	12 months with the possibility of extension	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
<ul style="list-style-type: none"> To provide a good range of CVs from Paralegals by 28th June 2019 To arrange interviews within 4 working days of the Inquiry confirming the outcome of the initial sift stage To complete the on-boarding process, including Baseline Personnel Security Standard (BPSS) check within 14 working days of the applicant accepting the role Ensuring staff are paid within 20 working days of joining the Inquiry 		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
Pay to Worker(s)	£ REDACTED	£ (Hour/Day)
Total Charge	£ REDACTED	£ (Hour/Day)
DISCOUNTS APPLICABLE:		
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
Appendix A – Statement of Requirement attached below		



Statement of
Requirements

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS

**PART 3.1: SUPPLEMENTAL
REQUIREMENTS IN ADDITION TO
CALL-OFF TERMS AND CONDITIONS:**

**PART 3.2: VARIATIONS TO CALL-OFF
TERMS AND CONDITIONS:**

PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES

**PART 4.1: KEY PERSONNEL OF THE
SERVICE PROVIDER TO BE INVOLVED
IN THE SERVICES AND
DELIVERABLES:**

REDACTED, director, Law Absolute Ltd

**PART 4.2: SUB-CONTRACTORS TO BE
INVOLVED IN THE SERVICES AND
DELIVERABLES:**

PART 5: CONFIDENTIAL INFORMATION

**PART 5.1: THE FOLLOWING
INFORMATION SHALL BE DEEMED
COMMERCIALY SENSITIVE
INFORMATION OR CONFIDENTIAL
INFORMATION:**

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED