

**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:**

<b>CUSTOMER</b>	Department for Business, Energy and Industrial Strategy (BEIS)
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1 H OET
<b>INVOICE ADDRESS (if different)</b>	C/O UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a>
<b>CONTACT REFERENCE</b>	Authoriser Name: REDACTED E-mail: REDACTED
<b>ORDER NUMBER</b>	CS20031
<b>ORDER DATE</b>	06/02/2020

**TO:**

<b>SERVICE PROVIDER</b>	Michael Page International Recruitment LTD
<b>SERVICE PROVIDER'S ADDRESS</b>	Page House, 1 Dashwood Lang Road, The Bourne Business Park, Addlestone, Weybridge, Surrey, KT15 2QW
<b>ACCOUNT MANAGER</b>	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements</b>	
<b>RM971 LOT:</b>	4
<b>ADDITIONAL REQUIREMENTS:</b>	None
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Monday 3rd February 2020 to Friday 27th March 2020.	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
None	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
Total contract value shall not exceed £10,568.80 excluding VAT as per the breakdown below:  REDACTED REDACTED working days x £ REDACTED (exc. VAT) charge rate = £10,568.80.  It is the viewpoint of the contracting authority that the intermediary's legislation (IR35) applies to this engagement (inside scope).  All workers are subject to 5 working days' notice period.	
<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	

The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.

Invoice to include purchase order number and contract reference shall be sent to [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

**PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS**

Qualifications:

- Degree qualification or equivalent experience - preferably in communications and marketing.

Knowledge and Skills:

- Excellent project manager - with proven organisational skills and the ability to plan and prioritise work.
- Strong interpersonal skills and excellent stakeholder manager - able to work credibly and easily with colleagues and senior leaders to gain their engagement in and endorsement for a comprehensive communication programme to support this fast-moving project.
- Strong planning and influencing skills with experience of delivering successful communication campaigns and day-to-day activity.
- Strategic thinker - capable of developing and challenging communication and engagement strategy.
- Excellent writer - with the ability to write effectively in all internal communication channels, adapting style appropriately between different media.
- Good digital practitioner - able to make effective recommendations about how we should use online media in order to best achieve communication goals. Able to work with a range of media and guide team members on how to deploy them.
- Effective communicator - able to articulate ideas effectively and engage audiences convincingly, whether small or large, friendly or hostile.
- Proactive team player with positive corporate attitude - able to work in a collegiate way with colleagues throughout the organisation.
- Effective evaluator - able to reflect upon and evaluate the success or otherwise of activities and use these insights to improve the communication programme from stage to stage.
- Event development and management experience.
- Willingness to provide support across the internal communication team

**PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS**

<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
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<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
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**PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES**

<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
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<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
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**PART 5: CONFIDENTIAL INFORMATION**

<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A
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**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 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 BEIS:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

**FOR AND ON BEHALF OF MICHAEL PAGE INTERNATIONAL RECRUITMENT LTD:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

**Annex 1 – Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer

Department for Business, Energy and Industrial Strategy  
 1 Victoria Street  
 London  
 SW1H 0ET

Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

2. The contract details of the Suppliers Data Protection Officer is:

**REDACTED**

The Processor shall comply with any further written instructions with respect to processing by the Controller.

3. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS20031</b>
<b>Date:</b>	<b>03/02/2020</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Pre-employment screening</li> <li>• Statutory obligations</li> <li>• Contractual and legal obligations</li> <li>• Skills assessments</li> </ul>

	<ul style="list-style-type: none"> <li>• Feedback gathering</li> <li>• Processing payments</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p>

	<p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>