

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	NHS Midlands & Lancashire Commissioning Support Unit
Contracting Authority Contact	
Contracting Authority Address	
Invoice Address (if different)	NHS Midlands & Lancashire CSU 0CX PAYABLES M385 Pheonix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE

Supplier Name	Seymour John Public Services Ltd
Supplier Contact	Director
Supplier Address	

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Call-Off (Order) Ref	
Order Date	3 rd September 2021
Call off Start Date	13 th September 2021
Call-Off Expiry Date	13 th December 2021
Extension Options	To be exercised if needed

Order Form Template (Short Form)

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	
Job role / Title	Project Manager
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37.5 hours / 5 days per week (Monday - Friday)
Unsocial hours required – give details	No
High cost area supplement details	1. None
Immunisation requirements? (Fee type 1 only)	None Required

Pay band	7		
Fee Type	3. Non-Patient Facing (No Disclosure)		
Expenses to be paid or benefits offered	N/A		
Expenses to be paid by Temporary Worker	N/A		
Charge rates	Pre-AWR		Post-AWR
	£	+VAT	£
Method of payment	Payment within 30 days of invoice		
Discounts applicable	N/A		

Criminal records check	Not Applicable Disclosure Type & Number, Date Issued: DD/MM/YY If the DBS update service has been used, date of last check: DD/MM/YY
BPSS required	Not Applicable
State required clearance and background checking	
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
<p>[Guidance: Insert details of your requirement here].</p> <p>This may include:</p> <ul style="list-style-type: none"> Any variation from the standard framework terms Specialist knowledge requirements Specific invoicing requirements Specific service level agreements (SLA) Specialist management information required. Any specific health and Safety risks relevant to the role <p>Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period</p> <p>For further details about what can and cannot be included here please email - info@crownccommercial.gov.uk</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	Head of Strategic Programmes and Consultancy
Date:	03.09.21	Date:	09.09.21