

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	Health Research Authority (HRA)
Contracting Authority Contact	REDACTION, under FOIA Section 40 Personal Information
Contracting Authority Address	2 Redman Place Stratford London E20 1JQ
Invoice Address (if different)	Invoices will be sent to Health Research Authority T71 Payable F275 Phoenix House Topcliffe Lane Wakefield, West Yorkshire WF3 1WE Please Note we cannot accept electronic invoices. A hard copy needs to be sent to the address. As our service is provided by NHS SBS supplier can contact NHS SBS for a tradeshift account which will allow them to submit invoice to that account, but this needs to be established via NHS SBS. All invoices must include contract reference number.

Supplier Name	NSCG Ltd
Supplier Contact	REDACTION, under FOIA Section 40 Personal Information
Supplier Address	Level 15, 1 Angel Ct, London EC2R 7HJ

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Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	5
Order reference number (e.g. purchase order number)	CP000047 - EXTENSION
Date order placed	18/01/2022
Call off Start Date	05/02/2022
Call-Off Expiry Date	11/02/2022
Extension Options	N/a
GDPR Position	Processor
Job role / Title	Interim Chief Digital and Technology Officer
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	5 days per week
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10d	
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	HRA reimburse allowable expenses such as travel and accommodation – HRA expenses policy has been provided to agency	
Charge rates	Pre-AWR	Post-AWR
	REDACTION, under FOIA Section 43 Commercial Interests	REDACTION, under FOIA Section 43 Commercial Interests
Method of payment	BACS	
Discounts applicable	N/A	

Criminal records check required	N/A
BPSS required	No
State any other required clearance and/or background checking	References, RTW, agency checks re ID. - already completed
State any skills, mandatory training and qualifications necessary for the role	As per the Job Description and information provided in respect of 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
<ul style="list-style-type: none">- Interim leadership of the HRA digital function – noting this has implications far beyond HRA.- Interim leadership of the transformation of the HRA research systems and exit from existing legacy contracts – ensure the successful delivery of the HRA research systems business case <p>Core competencies include:</p> <ul style="list-style-type: none">- Ability to operate as a very senior interim leader – e.g. ability to assume full responsibility for a complex digital programme in a very short timescale.- Commercial astuteness to ensure good value for money from suppliers- High level expertise in state-of-the art technologies- Leadership experience for a major digital transformation programme- Outstanding team building and leadership. Providing support, inspiration and leadership at a challenging time,- Outstanding track record of digital programme delivery using agile methodologies- Strong information governance and cyber security expertise, ideally within a health and/or research environment

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTION, under FOIA Section 40 Personal Information
Key Subcontractors
REDACTION, under FOIA Section 40 Personal Information

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION, under FOIA Section 40 Personal Information	Signature:	REDACTION, under FOIA Section 40 Personal Information
Name:		Name:	
Role:		Role:	
Date:		Date:	