





## **HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM**

### **PART 1 : CLIENT INFORMATION**

<b>HEALTH AND SAFETY EXECUTIVE CUSTOMER</b>	
<b>SERVICE ADDRESS</b>	<b>Redgrave Court, Bootle, Liverpool L20 7HS</b>
<b>LINE MANAGER</b>	
<b>HSE CONTRACT REF NO.</b>	<b>1.11.4.3904.</b>

<b>CONTRACTOR</b>	<b>ROC-SEARCH</b>
<b>SERVICE ADDRESS</b>	<b>3 HARDMAN STREET, MANCHESTER. M3 3HF</b>
<b>ACCOUNT MANAGER</b>	

### **PART 2 : SERVICE REQUIREMENTS**

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>BSR</b>
<b>JOB ROLE / TITLE</b>	<b>Marketing &amp; Comms Officer</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	 BSR 0137 - B4 Marketing Comms C
<b>DELIVERABLES</b>	<ul style="list-style-type: none"> <li>• Researching, writing and creating audience-led content as part of integrated multi-channel campaigns</li> <li>• Media handling, monitoring, and reporting</li> <li>• Collection of campaign performance metrics, reporting and acting on insights, maintaining weekly dashboards</li> <li>• Responding to demand led enquiries</li> </ul>
<b>IR35 ASSESSMENT</b>	 IR35.pdf  Please ensure this outcome is passed to your client. If your client is unhappy with the status of this IR35 award they can e-mail <a href="mailto:tenders@hse.co.uk">tenders@hse.co.uk</a> for further information.
<b>COMMENCEMENT DATE</b>	<b>26<sup>th</sup> April 2021.</b>
<b>END DATE</b>	<b>31<sup>st</sup> March 2022.</b>

## PART 3 : FEES / CHARGES

i) **DAILY CHARGE RATE APPLICABLE**

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
26/04/2021	31/03/2022	238	£400	£75	£475
	<b>Total</b>	<b>238</b>	<b>£95,200</b>	<b>£17,850</b>	<b>£113,050</b>

ii) **TRAVEL AND SUBSISTENCE**

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and  
Subsistence Rates.doc

## PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

<b>INVOICING ADDRESS</b> (electronic only)	<a href="mailto:APinvoices-HAS-U@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
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Invoices should also include details of the named individual, along with the completed days that they have worked and any VAT properly chargeable.

The Contractor shall send a copy invoice to the HSE Contract Manager identified at Part 1.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE Contract Manager, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are sometimes not aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE's Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 241 5356 (Option 2). Alternatively, you can email them via [has-finance-ap-enquiries@gov.sscl.com](mailto:has-finance-ap-enquiries@gov.sscl.com)

If they are unable to offer you an answer to your queries, then you should contact the **HSE Contact Manager** via email, detailing the **Contract Reference No.**, the **PO No.**, and details of what your query is.

## PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

### IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature .....

Name in Capitals .....

Position .....

Date .....

Duly authorised to sign on behalf of

#### ROC SEARCH

3 HARDMAN STREET, MANCHESTER. M3 3HF

Signature .....

Name in Capitals .....

Position .....

Date .....

Duly authorised to sign on behalf of the

#### HEALTH AND SAFETY EXECUTIVE

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS