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RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

Delivered by:

NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative
Crown Commercial Service

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	Secretary of State for Health and Social Care acting as part of the Crown
Contracting Authority Contact	
Contracting Authority Address	Quarry House Quarry Hill Leeds West Yorkshire LS2 7UE
Invoice Address (if different)	

Supplier Name	Robertson Bell Ltd
Supplier Contact	
Supplier Address	UoN, Innovation Centre, Green Street, Northampton, NN1 1SY

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2 (Corporate Functions Supply)
Call-Off (Order) Ref	C76703
Order Date	19/06/2023
Call off Start Date	01/07/2023
Call-Off Expiry Date	31/12/2023
Extension Options	Option to extend
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	AO AP Officer
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	5 days per week
Unsocial hours required – give details	To meet deadlines this may be required
HCAS details	██████████
Immunisation requirements? (Fee type 1 only)	██████████

Pay band	██
Fee Type	2. Non-Patient Facing (Disclosure)
Expenses to be paid or benefits offered	██ ██
Expenses to be paid by Temporary Worker	
Charge rates	██
	██
Method of payment	BACS
Discounts Applicable	██ ██ ██ ██ ██

Criminal records check	Yes – as part of original contract
BPSS required	Yes – as part of original contract
State required clearance and background checking	BPSS
Skills, mandatory training and qualifications necessary for the role	None required by Robertson Bell
Conduct regulations	██ ██ ██

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>This worker is to remain procured through the RM6160 framework for the entire duration this contract, and any future temporary contracts secured via Robertson Bell.</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:	████████████████████	Role:	████████████████████
Date:	19/06/2023	Date:	24th July 2023