

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

Order Form Template (Short Form)
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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	Department of Health & Social Care
Contracting Authority Contact	Redacted in line with S40 of the
Contracting Authority Address	39 Victoria Street, London, SW1H 0EU
Invoice Address (if different)	

Supplier Name	Insight Executive Group
Supplier Contact	Redacted in line with S40 of the EIOA
Supplier Address	Northern & Shell Building, 10 Lower Thames Street, London, EC3R 6AF

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	
Date order placed	01/04/2022
Call off Start Date	30/09/2022
Call-Off Expiry Date	25/07/2023
Extension Options	This activity will not be extended
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Commercial Lead – Construction
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	24 Hours per week (3 days)

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Unsocial hours required – give details	No
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	None

Pay band (use rate card to determine this)	G7				
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)				
Expenses to be paid or benefits offered	No				
Expenses to be paid by Temporary Worker	No				
Charge rates	<table border="1"> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> <tr> <td>£ Redacted in line with S43 of the FIOA</td><td>£ Redacted in line with S43 of the FIOA</td></tr> </table>	Pre-AWR	Post-AWR	£ Redacted in line with S43 of the FIOA	£ Redacted in line with S43 of the FIOA
Pre-AWR	Post-AWR				
£ Redacted in line with S43 of the FIOA	£ Redacted in line with S43 of the FIOA				
Method of payment					
Discounts applicable					

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	

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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>Based in NHSE the role will provide:</p> <ol style="list-style-type: none"> 1. Contract and programme support for the P23 programme, including development of documentation, programme management and other commercial responsibilities. 2. The development and implementation of a task based programme/schedule for the coordination and management of P23 tasks to mobilise and deliver the framework in partnership with CCS. 3. Provision of specialist NEC4 technical advice, including preparation of scope for internal and external legal assurance, recommendation and resolution of business case drafting and liaison with trusts and CCS. 4. Development of a training strategy for PSCPs and clients; design and preparation of training materials, including slide decks, case studies and accompanying documents.

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted in line with S40 of the
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted in line with S40 of the	Signature:	Redacted in line with S40 of the FIOA
Name:	Redacted in line with S40 of the FIOA	Name:	Redacted in
Role:	Compliance Officer	Role:	Deputy Director, Commercial
Date:	07/09/2022	Date:	7/9/2022 14:49 BST