

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

CON_2950 Strategic Finance
Business Partner

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 for Business, Energy & Industrial Strategy
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	[REDACTED]

Supplier Name	Allen Lane Limited
Supplier Contact	[REDACTED]
Supplier Address	33 King Street London SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CON2950
Order Date	31/8/22
Call off Start Date	26/9/22
Call-Off Expiry Date	31/3/23
Extension Options	None
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Strategic Finance Business Partner

Order Form Template (Short Form)

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time Monday – Friday
Unsocial hours required – give details	N/A

Pay band	9	
Fee Type	N/A	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	n/a	
	n/a	
Method of payment	The candidates will submit a weekly timesheet for approval. The Service Provider will charge [REDACTED] per day quoting the purchase order number on the invoice. Acceptance will be indicated through the approval of a timesheet.	
Discounts applicable	CCS RM6160 terms apply	

Criminal records check	Completed
BPSS required	Yes
State required clearance and background checking	Candidate has BPSS clearance – to be supplied
Skills, mandatory training and qualifications necessary for the role	Advanced Excel skills, accountancy qualification, understanding of central government processes

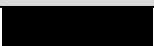
CALL-OFF INCORPORATED TERMS

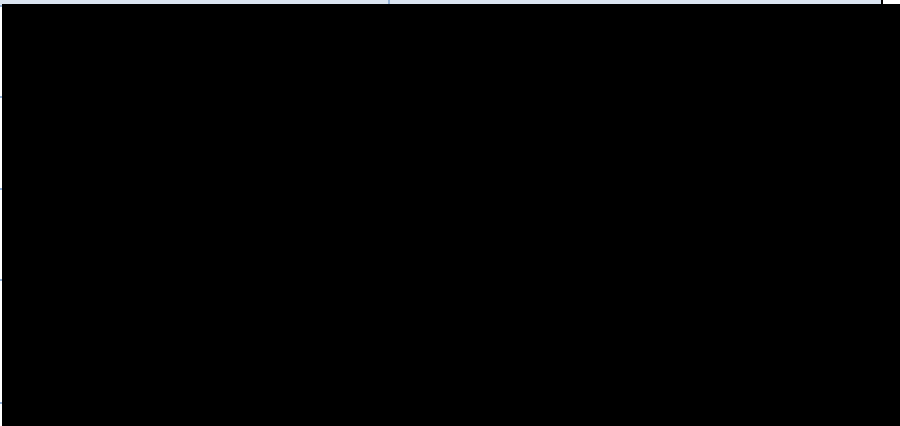
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the [Non Clinical Temporary and Fixed Term Staff](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

Providing support to the Opex team with Strategic Finance, supporting with modelling of Opex and workforce.

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:	
Name:	
Role:	
Date:	