

**RM971 NON MEDICAL NON CLINICAL****PART 1 – ORDER FORM****ORDER FORM****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:**

<b>CUSTOMER</b>	The Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1 HOET
<b>INVOICE ADDRESS(if different)</b>	C/O UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF
<b>CONTACT REFERENCE</b>	Authoriser Name: [REDACTED] Tel: [REDACTED] e-mail: [REDACTED]
<b>ORDER NUMBER</b>	CS18067
<b>ORDER DATE</b>	28/01/2019

**TO:**

<b>SERVICE PROVIDER</b>	Michael Page International Recruitment Ltd
<b>SERVICE PROVIDER'S ADDRESS</b>	Page House, 1 Dashwood Lang Road, The Bourne Business Park, Addlestone, Weybridge, Surrey, KT15 2QW
<b>ACCOUNT MANAGER</b>	Name: [REDACTED] Address: [REDACTED] Tel: [REDACTED] E-mail: [REDACTED]
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:</b>	
<b>RM971 LOT:</b>	4
<b>ADDITIONAL REQUIREMENTS:</b>	None
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Monday 19 <sup>th</sup> November 2018 to Friday 29 <sup>th</sup> March 2019.	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
None	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
Total contract value shall not exceed £21,663.24 excluding VAT as per the breakdown below; [REDACTED] excluding VAT = £21,663.24.	
<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
None	

<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
<p>The content team members are required to:</p> <ul style="list-style-type: none"> <li>• create clear, accessible content that meets user needs for online communications campaigns and GOV.UK</li> <li>• work with policy areas to ensure the information provided on GOV.UK is always accurate and reliable</li> <li>• support and be accountable for the production of the highest quality content for the department’s communications campaigns</li> <li>• advise on the best way to meet user needs online through digital content by providing training</li> <li>• ensure digital content is published in the most appropriate channels</li> </ul> <p style="padding-left: 40px;">As a digital content manager, you will be an expert practitioner in your field while also responsible for the output of your team. You will work across the communications directorate and policy areas in the department to support a wide range of communications campaigns and actively make a contribution as part of a virtual campaigns team.</p> <p><b>Main responsibilities</b></p> <p>The main responsibilities of the post are:</p> <ul style="list-style-type: none"> <li>• lead the quality assurance for all aspects of content on the department’s presence on GOV.UK and communications campaign websites</li> <li>• work with colleagues in the communications directorate to develop a content strategy for GOV.UK and communications campaign websites (e.g. GREAT website)</li> <li>• provide editorial oversight of BIS’s content on GOV.UK to ensure that it continues to meet users’ need</li> <li>• work with policy teams and other colleagues to make strategic decisions to ensure that digital content published on and off GOV.UK meets the needs of users</li> <li>• create opportunities for collaboration and knowledge sharing across the Department, alongside wider digital capability activities</li> </ul> <p><b>Specialist skills/expertise</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of writing for the web, with proven ability to create content that complies with statutory accessibility requirements and with consideration to the impact of content on search engine optimisation</li> <li>• Experience in working with content publishing systems</li> <li>• Experience in effectively managing work commissioned to external designers and developers, ensuring products are delivered on time and to budget</li> <li>• Detailed knowledge of web analytics and experience of using this data to improve content on the web</li> <li>• Managing a diverse group of people working on high profile, high pressure and high complexity digital projects</li> <li>• Excellent communication and interpersonal skills with evidence of building good working relationships and effective communication with staff at all levels</li> </ul>	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A

<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	See Annex 1

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	28.01.19

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	28/1/19

### Annex 1 – Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:
 

Data Protection Officer  
 Department for Business, Energy and Industrial Strategy  
 1 Victoria Street  
 London  
 SW1H 0ET  
 Email: dataprotection@beis.gov.uk
2. The contact details of the Supplier's Data Protection Officer is:
 

[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS18067</b>
<b>Date:</b>	<b>January 28, 2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Agency staff recruitment           <ul style="list-style-type: none"> <li>• Pre-employment checking</li> <li>• Agency staff payroll</li> <li>• Statutory obligation (e.g. tax reporting)</li> </ul> </li> </ul>

	<p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name  Workplace address  Workplace Phone Number  Workplace email address  Names  Job Title  Compensation  Tenure Information  Qualifications or Certifications  Nationality  Education &amp; training history  Previous work history  Personal Interests  References and referee details  Driving license details  National insurance number  Bank statements  Utility bills  Job title or role  Job application details  Start date  End date &amp; reason for termination  Contract type  Compensation data  Photographic Facial Image  Biometric data  Birth certificates  IP Address  Details of physical and psychological health or medical condition  Next of kin &amp; emergency contact details  Record of absence, time tracking &amp; annual leave  Copies of passports as necessary to prove right to work  Proof of address (such as utility bill) as required to prove identity and address  Employment references  Personal references  Results of verification of qualifications  Results of criminal checks (no details about criminal convictions other than 'pass' or 'fail')</p>

	<p>Details of disabilities if workplace adjustments are required.</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Categories of Data Subject	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>