**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House18 Priory QueenswayBirminghamB4 6FD |
| **Invoice Address** **(if different)** | payments@insolvency.gov.uk  |

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| **Supplier Name** | Red Snapper Group |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | 10 Alie StreetLondonE1 8DE |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 3 |
| **Order reference number (e.g. purchase order number)** | TIS0429 |
| **Date order placed** | 13/01/21 |
| **Call off Start Date** | 18/01/21 |
| **Call-Off** **Expiry Date** | 30/04/21 |
| **Extension Options** | TBC |
| **GDPR Position** | Independent Controller  |
| **Job role / Title** | FCMC - PM COTS and Finance |
| **Temporary or Fixed Term Assignment** | Temporary  |
| **Hours / Days required** | Full Time – 5 days per week |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details****(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10B |
| **Fee Type** | Non-Patient Facing (Disclosure required) |
| **Expenses to be paid or benefits offered** | N/A |
| **Expenses to be paid by Temporary Worker** | N/A  |
| **Charge rates** | Pre-AWR | Post-AWR |
| REDACTED Per Day to REDACTED | £ REDACTED Per Day to REDACTED  |
| £ REDACTED Per Day to Red Snapper | £ REDACTED Per Day to Red Snapper |
| £ REDACTED Per Day Total Bill Rate | £ REDACTED Per Day Total Bill Rate |
| **Method of payment** | Invoice/BACS |
| **Discounts applicable** | N/A |

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| **Criminal records check required** | No  |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | None |
| **State any skills, mandatory training and qualifications necessary for the role** | None |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| **FCMC PM COTS Analysis and Finance Requirements** **Role held by:** REDACTEDProject Manager with experience of managing commercial evaluation exercises for high value technology solutions (£5-20million).

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| Number | Outcome/ Deliverable | Description | Acceptance Criteria |
|  |  |  |  |
| 1 | Oversee production of requirements by Business Analyst for Finance System engagement and PIN exercise for COTS  | Work with BA to plan production of requirements building on project work already carried out. Monitor production of requirements against plan.  | Production of finance system requirements and requirement for PIN exercise, signed off by SMEs from business area and Enterprise Architect |
| 2 | Manage engagement with Finance System suppliers to deliver time and cost estimate for requirements for financial processing system (integrated with case management system) | Work with DTS and Commercial Team and engage with appropriate supplier(s) to obtain time and cost estimate to deliver new or amended finance system functionality to integrate with target case management capability.  | Production of time and cost estimate to deliver required changes to finance system for target case management capability.  |
| 3 | Manage Prior Information Notice (PIN) exercise for insolvency transaction processing Commercial off the shelf Solutions  | Work with Commercial Team to plan and prepare documentation for PIN exercise to market test availability of suitable COTS solutions for insolvency transaction processing and case management. To include management of supplier event and system demonstrations, and engagement with potential suppliers.  | Completed PIN exercise for COTS  |
| 4 | Analysis of outcome of PIN  | Produce evaluation/analysis methodology and documentation for PIN exercise (including supplier event/demonstrations) and carry out evaluation post PIN.  | Produce report on PIN exercise outcome  |
| 5 | Weekly reporting on progress  | Weekly report on progress, to feed into project monthly summary report  | Produce weekly report on progress |

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**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| FCMC PM COTS analysis and finance requirements: REDACTEDProject Management - REDACTED |
| **Key Subcontractors** |
| N/A |

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| **For and on behalf of the Supplier:** | **For and on behalf of the Contracting Authority:** |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: | REDACTED | Date: | REDACTED |