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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  
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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	UK Export Finance
Contracting Authority Contact	██████████
Contracting Authority Address	1 Horse Guards Rd, London SW1A 2HQ
Invoice Address (if different)	1 Horse Guards Rd, London SW1A 2HQ

Supplier Name	Green Park Interim & Executive Limited
Supplier Contact	██████████
Supplier Address	4th Floor, Partnership House, Carlisle Place, London SW1P 1BX

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Call-Off (Order) Ref	CR-20230707-013
Order Date	4/7/23
Call off Start Date	10/7/23
Call-Off Expiry Date	5/1/24
Extension Options	6 months
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	N/A – ██████████ – New Contract
Job role / Title	Financial Accountant (IFRS)

**Order Form Template (Short Form)**

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<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	5 days per week
<b>Unsocial hours required – give details</b>	N/A
<b>HCAS details</b>	2. Inner London
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

<b>Pay band</b>	N/A
<b>Fee Type</b>	3. Non-Patient Facing (No Disclosure)
<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	N/A
<b>Charge rates</b>	£ [REDACTED] (exc vat) – to contractor £ [REDACTED] (exc Vat) – total to Green Park Total - 126 days
<b>Method of payment</b>	Monthly invoice
<b>Discounts applicable</b>	

<b>Criminal records check</b>	Yes
<b>BPSS required</b>	Yes
<b>State required clearance and background checking</b>	SC provided
<b>Skills, mandatory training and qualifications necessary for the role</b>	

## 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
<b>████ has finished role as Finance Business Partner, using skills to support IFRS Project as a Financial Accountant.</b>
<b>Contract duration – 6 months.</b>

## 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:	Managing Partner	Role:	Director of Resourcing
Date:	Jul 7, 2023	Date:	4/7/23

# RM6160-Short-order-form - [redacted] [redacted] - wef 10th July 2023 (002) (002)

Final Audit Report 2023-07-07

Created:	2023-07-07
By:	Contract Admin (contract.admin@green-park.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAX-OgfySch36Uv8xyTccAoP2N_7itwvbP

## "RM6160-Short-order-form - [redacted] [redacted] - wef 10th July 2023 (002) (002)" History

-  Document created by Contract Admin (contract.admin@green-park.co.uk)  
2023-07-07 - 09:03:41 GMT- IP address: 94.14.150.56
-  Document emailed to [redacted] [redacted]@green-park.co.uk for signature  
2023-07-07 - 09:05:36 GMT
-  Email viewed by [redacted] [redacted]@green-park.co.uk  
2023-07-07 - 09:18:24 GMT- IP address: 90.209.233.64
-  Signer [redacted] [redacted]@green-park.co.uk entered name at signing as David Needham  
2023-07-07 - 09:18:45 GMT- IP address: 90.209.233.64
-  Document e-signed by [redacted] [redacted] ([redacted] [redacted]@green-park.co.uk)  
Signature Date: 2023-07-07 - 09:18:47 GMT - Time Source: server- IP address: 90.209.233.64
-  Agreement completed.  
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