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Procurement in Partnership
The Collaboration of NHS Procurement Hubs

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
Crown Commercial Service

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	Secretary of State for Health and Social Care acting as part of the Crown
Contracting Authority Contact	
Contracting Authority Address	Quarry House Quarry Hill Leeds West Yorkshire LS2 7UE
Invoice Address (if different)	

Supplier Name	Robertson Bell Ltd
Supplier Contact	
Supplier Address	Euston House 24 Eversholt Street London NW1 1AD

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	
Order Date	
Call off Start Date	01/01/2023
Call-Off Expiry Date	30/06/2023
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	AO AP Officer

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Temporary or Fixed Term Assignment	Temporary
Hours / Days required	
Unsocial hours required – give details	To meet deadlines this may be required
HCAS details	1. None
Immunisation requirements? (Fee type 1 only)	None

Pay band	RM6160 Band 5 / Civil Service Grade AO	
Fee Type	2. Non-Patient Facing (Disclosure)	
Expenses to be paid or benefits offered	None, unless claimed in line with the expense policy of DHSC, with preapproval from line manager	
Expenses to be paid by Temporary Worker		
Charge rates		Post 12 week reduction
Method of payment		
Discounts applicable		
Conduct Regulations		

Criminal records check	
BPSS required	Yes – as part of the original contract
State required clearance and background checking	BPSS
Skills, mandatory training and qualifications necessary for the role	None required

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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
[Guidance : Insert details of your requirement here].
<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
[Insert name of key sub-contractors if required]

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:	15/12/2022	Date:	30.12.2022