

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**.

<b>Contracting Authority Name</b>	Department for Business, Energy & Industrial Strategy (BEIS)
<b>Contracting Authority Contact</b>	Name: [REDACTED] Tel: [REDACTED] Email: [REDACTED]
<b>Contracting Authority Address</b>	1 Victoria Street, London, SW1H 0ET
<b>Invoice Address (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF

<b>Supplier Name</b>	Allen Lane Ltd
<b>Supplier Contact</b>	Name: [REDACTED] Tel: [REDACTED] Email: [REDACTED]
<b>Supplier Address</b>	33 King Street, St. James', London, SW1Y 6RJ

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	2
<b>Call-Off (Order) Ref</b>	CS20532
<b>Order Date</b>	14/12/2020
<b>Call off Start Date</b>	17/12/2020
<b>Call-Off Expiry Date</b>	31/03/2021
<b>Extension Options</b>	N/A
<b>GDPR Position</b>	Independent Controller
<b>Number of roles required:</b>	1
<b>Number of CV's required:</b>	1
<b>Job role / Title</b>	Project Management
<b>Temporary or Fixed Term Assignment</b>	Temporary Assignment
<b>Hours / Days required</b>	8 hours per day / 5 days per week / Maximum [REDACTED] working days
<b>Unsocial hours required – give details</b>	N/A
<b>High cost area supplement details</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

<b>Pay band</b>	10A
<b>Fee Type</b>	Non-Patient Facing (Disclosure)
<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	N/A

Charge rates		
	Pre-AWR	Post-AWR
	£[REDACTED]	£[REDACTED]
	<p>The total contract value shall not exceed [REDACTED] excluding VAT as per the breakdown below;</p> <p>[REDACTED] : [REDACTED] Working Days @ [REDACTED] ex VAT = [REDACTED] ex VAT</p> <p>It is the viewpoint of the contracting authority that the candidate above is out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p>	
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to [REDACTED]</p>	
Discounts applicable	N/A	

Criminal records check	Yes
BPSS required	Yes
State required clearance and background checking	Yes
Skills, mandatory training and qualifications necessary for the role	Project Management, leadership, and team working skills.

## 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
<ul style="list-style-type: none"> <li>- Leading project management for all workstreams of the short-term arrangements</li> <li>- Producing a delivery plan, including close working with key external delivery partners to keep the project on track</li> <li>- Establishing key performance indicators and other metrics for monitoring the success of initial delivery</li> <li>- Other areas could include: Resource management of project, project management of communications, including ensuring a joined-up approach across delivery partners, reporting and governance, and flexibility to help in other PPM areas of the project as necessary.</li> <li>- Overseeing possible follow ups from feedback relating to the Full Business Case for funding.</li> </ul>

## PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
N/A

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]

## Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

The contact details of the Relevant Authority's Data Protection Officer are:

[REDACTED]

The contact details of the Supplier's Data Protection Officer are:

[REDACTED]

The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.</p> <p>The processing is needed in order that the Supplier can effectively deliver the Contract for the provision of contingent Labour.</p>
Duration of the Processing	<p>Processing will take place upon the duration of the contract.</p>
Nature and purposes of the Processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, 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>• Pre-employment screening</li><li>• Statutory obligations</li><li>• Contractual and legal obligations</li><li>• Skills assessments</li><li>• Feedback gathering</li><li>• Processing payments</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</p>

Type of Personal Data	<p>The Contract itself will include the names and business contact Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</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>
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>The Supplier will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract. The Supplier will certify to the Contracting Authority that it has completed such deletion.</p>