

RM971 NON MEDICAL NON CLINICAL**PART 1 – ORDER FORM****ORDER FORM – CS19026****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:**

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	1 Victoria Street London SW1H 0ET
INVOICE ADDRESS (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.ukpbs.co.uk
CONTACT REFERENCE	Authoriser Name: REDACTED e-mail: REDACTED
ORDER NUMBER	CS19026
ORDER DATE	11/01/2019

TO:

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ
ACCOUNT MANAGER	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	PPM Specialist
AGENDA FOR CHANGE PAY BAND:	10
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	AA
HOURS/DAYS REQUIRED:	8 Hours per day, 5 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	None
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	No
REGULATED OR CONTROLLED ACTIVITY (ISA)?	No
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Project Management professionals with 3+ years' experience working on a range of projects in either public or private sector, APMP, PMP or Prince2 qualified.

PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTED														
POST CODE OF LOCATION WITH REQUIREMENT:	B2 4AJ														
RM971 LOT:	Lot 4														
NUMBER OF ROLES REQUIRED:	1														
JOB ROLE/TITLE:	PPM Specialist														
AGENDA FOR CHANGE PAY BAND:	10														
ADDITIONAL REQUIREMENTS:	None														
PART 1.2: ANTICIPATED DURATION OF CONTRACT															
COMMENCEMENT DATE:	01/01/19														
ANTICIPATED END DATE:	31/03/19														
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary														
PART 1.3: MILESTONES AND KEY DELIVERABLES															
None															
PART 1.4: CHARGES PAYABLE BY CUSTOMER:															
Total contract value shall not exceed £44,155.58 excluding VAT as per the breakdown below, however there is no commitment to spend the full amount.															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge for 3 months (61 working days)</th> </tr> </thead> <tbody> <tr> <td>REDACTED</td> <td>01/01/2019</td> <td>REDACTED</td> <td>REDACTED</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£44,155.58</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge for 3 months (61 working days)	REDACTED	01/01/2019	REDACTED	REDACTED	Total Charge (Ex. VAT)			£44,155.58
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REDACTED	01/01/2019	REDACTED	REDACTED												
Total Charge (Ex. VAT)			£44,155.58												
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>															
	Pre-AWR	Post-AWR													
Pay to Worker(s)	REDACTED	REDACTED													
Total Charge	REDACTED	REDACTED													
DISCOUNTS APPLICABLE:	None														
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT															
None															
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS															
Project Management contractors will work flexibly across the Departmental Portfolio of EU Exit related projects and will be assigned to specific work streams. Individuals will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:															
<ul style="list-style-type: none"> • Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice. • Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks. • Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required. • Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates. • Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government 															

bodies, ensuring there are stakeholder engagement plans in place that meet the different stakeholder needs.	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	REDACTED
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	None
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	None

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:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE	REDACTED
DATE:	11/01/2019

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	15/01/2019