

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

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 (Department of Health and Social Care)
Contracting Authority Contact	
Contracting Authority Address	Skipton House, 80 London road
Invoice Address (if different)	

Supplier Name	Law Morgan Limited T/A Morgan Law
Supplier Contact	
Supplier Address	Pennine Place, 2a Charing Cross Road, London WC2H 0HF

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 (Corporate Functions)
Call-Off (Order) Ref	
Order Date	
Call off Start Date	01/04/23
Call-Off Expiry Date	31/03/24
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1

Order Form Template (Short Form)
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Number of CV's required:	N/A
Job role / Title	Dissolution Programme Manager
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 hours per week. M-F
Unsocial hours required – give details	None
High cost area supplement details	
Immunisation requirements? (Fee type 1 only)	None

Pay band	G7								
Fee Type	3. Non-Patient Facing (No Disclosure)								
Expenses to be paid or benefits offered	To be claimed in line with the expense policy of DHSC, with preapproval from line manager								
Expenses to be paid by Temporary Worker	None								
Charge rates	<table border="1"> <thead> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Pre-AWR	Post-AWR						
Pre-AWR	Post-AWR								
Method of payment									
Discounts applicable	N/A								

Criminal records check	
BPSS required	
State required clearance and background checking	
Skills, mandatory training and qualifications necessary for the role	

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

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	17/03/23	Date:	21/03/23