



RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form) Commercial Manager (WP5000)



Delivered by
NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
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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 Department of Health and Social Care [REDACTED]
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	39 Victoria Street London SW1H 0EU

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Invoice Address (if different)	Email invoices to: [REDACTED] copying in [REDACTED] Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC
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Supplier Name	Hays Specialist Recruitment Limited (company number 00975677)
Supplier Contact Number & Email address	[REDACTED] Ebury Gate 23 Lower Belgrave Street London SW1W 0NT
Supplier Address	4th Floor, 20 Triton Street, London, NW1 3BF

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	WP5000
Date order placed	As per date of final contract signature
Call off Start Date	[REDACTED]
Call-Off Expiry Date	[REDACTED] <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice</i>
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	[REDACTED]
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	[REDACTED]
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	[REDACTED] Commercial Manager (SEO) [REDACTED]	
Fee Type	Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
Resource: [REDACTED]	£ (Hour/Day)	£ [REDACTED] Total : £ 29,043

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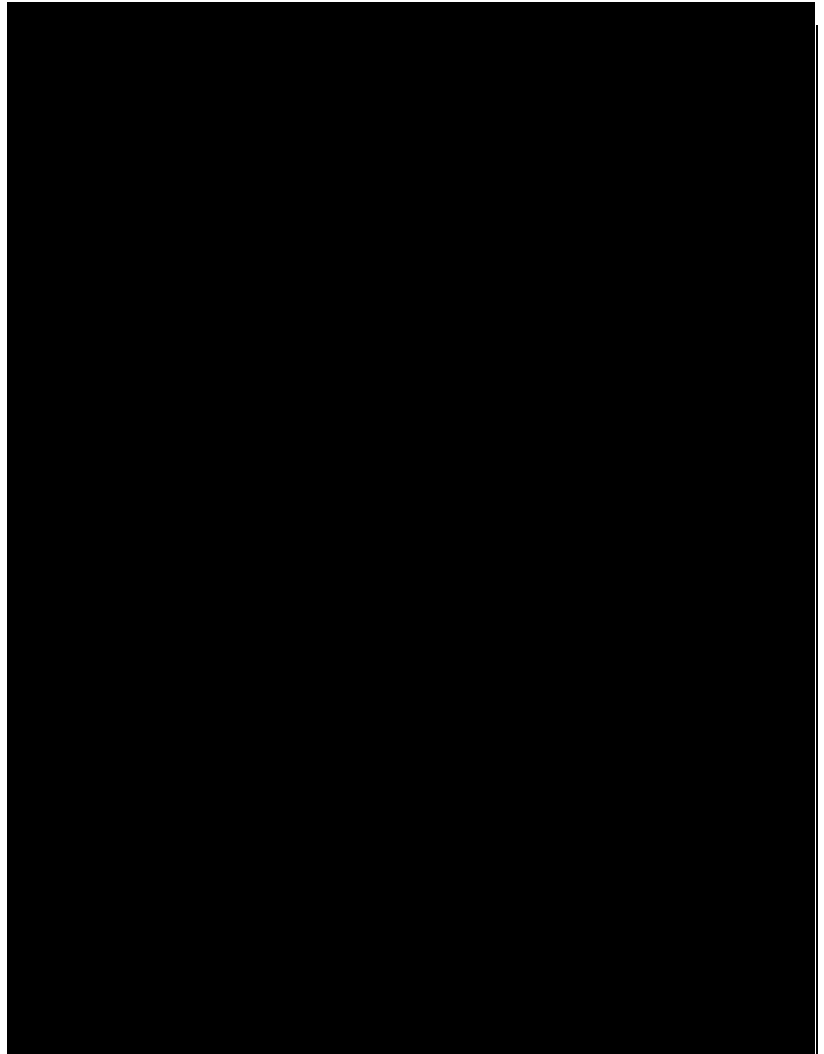
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Method of payment	<p>BACs or alternative payment method as agreed between the Contracting Authority and the Agency. The candidate will submit a weekly timesheet for approval.</p> <p>Acceptance will be indicated through the approval of a timesheet.</p> <p>Invoices will be issued weekly with charges as per the Framework Agreement</p> <p>Standard 30 days payment terms</p>
Discounts applicable	None

Criminal records check required	Yes - Basic
BPSS required	<p>Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED]</p> <p>We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date</p>
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	<p>The role holder will be responsible for management of the end to end procurement activity, cross government procurement initiatives and latest thinking on procurement best practices.</p> <p>[REDACTED]</p>
	[REDACTED]

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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

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The Supplier will provide a Temporary Worker to perform the Assignment as detailed above

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a Contracting Authority line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property.

VARIATIONS TO CALL-OFF TERMS AND CONDITIONS

■	<p>[Redacted]</p>
	<p>[Redacted]</p>
■	<p>[Redacted]</p>
	<p>[Redacted]</p>
■	<p>[Redacted]</p>
■	<p>[Redacted]</p>
	<p>[Redacted]</p>

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<div data-bbox="220 174 268 206" style="background-color: black; width: 30px; height: 14px; margin-bottom: 10px;"></div> <div data-bbox="343 208 1452 309" style="background-color: black; width: 695px; height: 45px; margin-bottom: 10px;"></div> <div data-bbox="343 344 1487 445" style="background-color: black; width: 717px; height: 45px; margin-bottom: 10px;"></div>
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PERFORMANCE OF THE DELIVERABLES

Key Staff
<div data-bbox="204 707 402 739" style="background-color: black; width: 124px; height: 14px;"></div>
Key Subcontractors
None

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	<div data-bbox="510 1061 783 1120" style="background-color: black; width: 171px; height: 26px;"></div>	Signature:	<div data-bbox="1016 1052 1407 1153" style="background-color: black; width: 245px; height: 45px;"></div>
Name:	<div data-bbox="414 1189 649 1216" style="background-color: black; width: 147px; height: 12px;"></div>	Name:	<div data-bbox="1040 1196 1200 1238" style="background-color: black; width: 100px; height: 19px;"></div>
Role:	<div data-bbox="435 1321 684 1348" style="background-color: black; width: 156px; height: 12px;"></div>	Role:	<div data-bbox="1005 1261 1434 1303" style="background-color: black; width: 269px; height: 19px;"></div>
Date:	15/9/2021	Date:	15/9/2021