

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	39 Victoria Street London SW1H 0EU		
Invoice Address (if different)			

Supplier Name	Venn Group		
Supplier Contact			
Supplier Address	Fountain House, South Parade, Leeds, LS1 5QX		

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	
Date order placed	
Call off Start Date	01/01/2023
Call-Off Expiry Date	30/06/2023
Extension Options	
GDPR Position	
Job role / Title	Account Manager

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Temporary or Fixed Term	[GUIDANCE NOTE:
Assignment	Fixed term workers are on the Contracting Authority's Payroll
Hours / Days required	37.5
Unsocial hours required –	
give details	
High cost area	1. None
supplement details	
(NHS only)	
Immunisation requirements?	
(Fee type 1 only)	

Pay band (use rate card to determine this)	5		
Fee Type	Non-Patient Facing (No Disclosure required)		
Expenses to be paid or benefits offered			
Expenses to be paid by			
Temporary Worker			
Charge rates	Pre-AWR	Post-AWR	
	£ (Hour/Day)		
Method of payment			
Discounts applicable			

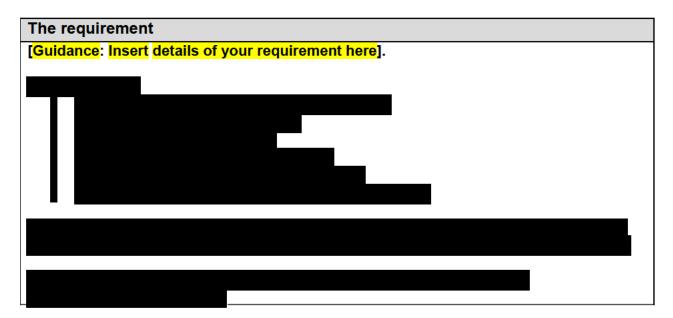
Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	36 months of references OH Form Covid Risk Assessment
State any skills, mandatory training and qualifications necessary for the role	None

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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



PERFORMANCE OF THE DELIVERABLES

Key Staff
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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	15/12/2022	Date:	30.12.22