

**RM971 NON MEDICAL NON CLINICAL**

**PART 1 – ORDER FORM**

**ORDER FORM – PS19090**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY  
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

**FROM:** The Department for Business, Energy and Industrial Strategy

<b>CUSTOMER</b>	The Department for Business, Energy and Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS(If different)</b>	The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <a href="mailto:finance@services.ukpbs.co.uk">finance@services.ukpbs.co.uk</a>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b>  Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	<b>CS19090</b>
<b>ORDER DATE</b>	<b>27/02/2019</b>

**TO:** Allen Lane Limited

<b>SERVICE PROVIDER</b>	Allen Lane Limited
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St James, London, SW1Y 6RJ
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: 33 King Street, St James, London, SW1Y 6RJ Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>

**PART 1: SERVICE REQUIREMENT**

**PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:**

**RM971 LOT:** 5

**ADDITIONAL REQUIREMENTS:** None

**PART 1.2: ANTICIPATED DURATION OF CONTRACT**

**REDACTED** – commencing 01 April 2019 – ending 31 March 2020

**PART 1.3: MILESTONES AND KEY DELIVERABLES**

None

**PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):**

Out of scope of IR35. All workers are subject to 5 working days' notice period. **REDACTED** at **REDACTED** (including agency fee, excluding VAT)

Total Contract value shall not exceed £159,397.70 excluding VAT as per the breakdown below, however there is no commitment to spend up to this.

Name	Start Date	Rate	REDACTED
REDACTED	01/04/2019	REDACTED	
Total Charge (Ex. VAT)			

**DISCOUNTS APPLICABLE:** N/A

**PART 1.5: ACCEPTANCE PRIOR TO PAYMENT**

None

**PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS**

- Assess and scope digital and technology implications of EU Exit work strands and identify next steps.
- Provide specialist support to non-digital teams, helping them take their digital projects from inception and assurance through to implementation and continuous improvement.
- Identify user needs, business requirements and skills requirements, proposing design and delivery approaches to meet those needs and writing well-supported business cases.
- Lead on information gathering and analysis to create recommendations for end-to-end service improvements and the specialist digital and technology skills required by the department for delivery.
- Develop cost-effective models, profile projected user and transaction numbers, set KPIs and propose processes and tools to measure performance.

**PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS**

**[GUIDANCE NOTE:**

*This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2006]*

**PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:** N/A

**PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:** None

**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:** N/A

**PART 5: CONFIDENTIAL INFORMATION**

**PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:** None

**Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer

Department for Business, Energy and Industrial Strategy

1 Victoria Street

London

SW1H 0ET

Email: [dataprotection@bels.gov.uk](mailto:dataprotection@bels.gov.uk)

2. The contract details of the Suppliers Data Protection Officer is:

Allen Lane Limited : **REDACTED**

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

3. Any such further Instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19090</b>
<b>Date:</b>	<b>February 26, 2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
<b>Identity of the Controller and Processor</b>	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
<b>Use of Personal Data</b>	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
<b>Duration of the processing</b>	For the duration of the Framework Contract plus 7 years.

<p><b>Nature and purposes of the processing</b></p>	<p>The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, 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 checking</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 management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p><b>Type of Personal Data</b></p>	<p>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><b>Job application details</b></p> <p><b>Start date</b></p> <p><b>End date &amp; reason for termination</b></p> <p><b>Contract type</b></p> <p><b>Compensation data</b></p> <p><b>Photographic Facial Image</b></p> <p><b>Biometric data</b></p> <p><b>Birth certificates</b></p> <p><b>IP Address</b></p> <p><b>Details of physical and psychological health or medical condition</b></p> <p><b>Next of kin &amp; emergency contact details</b></p> <p><b>Record of absence, time tracking &amp; annual leave</b></p>
<p><b>Categories of Data Subject</b></p>	<p><b>Agency worker/s of the contracting authority as engaged by the supplier.</b></p> <p><b>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</b></p>

**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:**

<b>NAME:</b>	REDACTED
<b>TITLE:</b>	REDACTED
<b>SIGNATURE:</b>	
<b>DATE:</b>	

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	REDACTED
<b>TITLE:</b>	REDACTED
<b>SIGNATURE:</b>	
<b>DATE:</b>	