

National Framework for the Provision of Clinical and Healthcare Staffing

Annex 1: Order Form

FROM:

CONTRACTING AUTHORITY	Department for Health and Social Care
CONTRACTING AUTHORITY ADDRESS	Department of Health & Social Care 39 Victoria Street London SW1H 0EU
INVOICE ADDRESS	tandt.sbs@nhs.net for electronic submission or Postal invoices to: Department of Health & Social Care Payment and Invoicing 39 Victoria Street Westminster London SW1H 0EU
CONTRACTING AUTHORITY AUTHORISER NAME	REDACTED
ORDER NUMBER	WP 1623
ORDER DATE	28/04/2021
COMMENCEMENT DATE	15/05/2021
ANTICIPATED END DATE	31/10/2021

TO:

SUPPLIER	Maxxima Limited
SUPPLIER'S ADDRESS	Zetland House, 5-25 Scrutton Street, London, EC2A 4HJ 020 7749 8282 nw@maxxima-group.co.uk info@maxximagroup.com
ACCOUNT MANAGER	REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
LOT: (If Lots 1-5, please indicate if Master Vendor)	Lot 3: Allied Health Professionals & Health Science Services Staffing
NUMBER OF ROLES REQUIRED:	2



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NUMBER OF CVS REQUIRED:	N/A
JOB ROLE/TITLE:	Medical doctor Biomedical scientist
PAY BAND/GRADE:	REDACTED
HOURS/DAYS REQUIRED:	Temporary Worker 1: 104 units of days Temporary Worker 2: 118 units of days
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	No
RELEVANT RISK ASSESSMENT/SAFEGUARDING REQUIREMENTS	No
IMMUNISATION REQUIREMENTS	None – working remotely
HIGH COST AREA SUPPLEMENT?	Outer London
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	See Part 2 for a breakdown of required skills for each role.
PERSON AND DEPT TO WHOM WORK- SEEKER SHOULD REPORT AT START:	REDACTED
EXPENSES	None
ADDITIONAL REQUIREMENTS:	None
SHIFT START DATE:	15/05/2021
PART 1.2: PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.	
DISCOUNTS APPLICABLE:	REDACTED
METHOD OF PAYMENT	REDACTED
PART 1.3: ACCEPTANCE PRIOR TO PAYMENT	
<i>Time sheets approved for Nina and Arron will be used as references for acceptance prior to payment</i>	
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS & DELIVERABLES	
Medical doctor Key responsibilities: <ul style="list-style-type: none"> Oversees and supports the Workstream Lead in day-to-day operations and management of the Emerging Tech team 	

- To lead on the Emerging Tech suppliers who do not fit into the primary validation protocol
- To screen new suppliers alongside the Technical Validation Group (TVG)
- To liaise with TVG to organise validation and working with capability teams to operationalise new technologies
- To ensure new supplier technologies are aligned with the T&T Tech Strategy

Biomedical scientist

Key responsibilities:

- Work closely with Emerging Tech Workstream Lead to perform desktop reviews of suppliers
- To provide medical device expertise and advice to Emerging Tech team
- To assess and analyse documentation of new technologies
- To triage suppliers based on technology readiness
- To ensure appropriate suppliers move forward to validation

Processes, procedures and SOPs will be documented, and sufficient handover will be organised with the appropriate personnel. No further resources or budget is likely to be required.

The Exit Strategy will be tied in with the structure and recruitment of UK HAS.

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS (IF APPLICABLE) – NOT APPLICABLE

PART 3.1: SUPPLEMENTARY REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:

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:

PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:

PART 5: CONFIDENTIAL INFORMATION



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**PART 5.1: THE FOLLOWING
INFORMATION SHALL BE DEEMED
COMMERCIAL SENSITIVE
INFORMATION OR CONFIDENTIAL
INFORMATION:**

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Supplier and the Authority.

FOR AND ON BEHALF OF THE SUPPLIER:

NAME:	REDACTED
TITLE:	
SIGNATURE:	
DATE:	

FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:

NAME:	REDACTED
TITLE:	
SIGNATURE:	
DATE:	

Order Form FAQs

When should I use this order form? – this form should be completed when you have agreed to source Temporary Worker/s from a Supplier using either a direct award or following completion of a further competition.

Who should I send the form to? – Once you have filled out the form it should be sent to the Supplier for signature. Both you and the Supplier should keep a signed copy of the form.

Who is the Contracting Authority? - This is your organisation. Whoever is paying the invoices should be entered here

Who is the Supplier? - The Recruitment Agency you are hiring the Temporary Worker from.

What is a Call-Off Contract? - is an individual contract between a Supplier and Contracting Authority for the provision of services, goods or works (deliverables) under the terms and conditions of the overarching framework contract. A Call-off from a framework is that final part Suppliers and Contracting Authority's need to complete to begin working with each other.

What are “deliverables”? - This is a statement of what the Contracting Authority requires as part of the contract.

What should I enter in “Order number”? - A specific reference given/assigned by you, the Contracting Authority, that clearly identifies work undertaken as part of this call off.

What should I enter in “Order Date”? - The date that the terms of the call off are agreed.

What is the “Commencement Date”? - When supply is agreed to commence. This can be different from the order date e.g. the start of the next term.

What is the “Anticipated end date”? - This is a date defined by the Contracting Authority and can be any duration, 6 months etc. to suit the Contracting Authority’s needs. Note: the period should be long enough to ensure fair provision of services by the Supplier/s and that it gives reasonable time for any Contracting Authority conclusions to be made. Include here any contract extension options detailing how the call off may be continued after the Anticipated End Date.



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