



Crown
Commercial
Service

CONTRACT

FOR

THE PROVISION OF TEMPORARY STAFF

CONTRACT REFERENCE: CCHR21A01

BETWEEN

CABINET OFFICE

AND

ROBERTSON BELL LTD

Provision of Temporary Staff
Contract Reference: CCHR21A01

Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the CCS Commercial Agreement RM6160 - Non Clinical Temporary and Fixed Term Staff, Lot 2: Corporate Functions.

Contracting Authority Name	Government Communication Service
Contracting Authority Contact	REDACTED TEXT
Contracting Authority Address	Covid-19 Communications Hub Prime Minister's Office and Cabinet Office Room 140, 70 Whitehall, London, SW1A 2AS
Invoice Address (if different)	Accounts Payable Cabinet Office PO Box 405 Newport NP10 8FZ

Supplier Name	Robertson Bell Ltd
Supplier Contact	REDACTED TEXT
Supplier Address	Euston House, 24 Eversholt Street London NW1 1AD

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 : Corporate Functions
Order reference number (e.g. purchase order number)	37070019295
Date order placed	1 st August 2020
Call off Start Date	3 rd August 2020
Call-Off Expiry Date	31 st March 2021
Extension Options	Up to six (6) months
GDPR Position	Independent Controller
Job role / Title	Financial Support
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	5 days per week
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	Band 8C (excluding agency fees and VAT) i.e. rate paid to contractor
Fee Type	3. Non Patient Facing (No Disclosure required)

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Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	REDACTED TEXT	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	Invoice: Monthly in arrears, supplier to submit an invoice quoting the relevant purchase order	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	Yes-Security Cleared (CTC)
State any skills, mandatory training and qualifications necessary for the role	Part-qualified accountant with experience of working in finance departments and a strong understanding of the purchase to pay process (P2P).

CALL-OFF INCORPORATED TERMS

The Call-Off Contract Core Terms and Joint Schedules' for this Contract shall be consistent with the Commercial Agreement - attached at Annex 1.

CALL-OFF DELIVERABLES

The requirement
<p><i>A part-qualified accountant with experience of working in a finance department, with a strong understanding of the purchase-to-pay process (P2P).</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - <i>raising of purchase orders</i> - <i>processing of invoices</i> - <i>reconciling ledger accounts</i> - <i>variance analysis</i> - <i>supplier engagement</i>

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED TEXT
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED TEXT	Signature:	REDACTED TEXT
Name:	REDACTED TEXT	Name:	REDACTED TEXT
Role:		Role:	
Date:		Date:	