

Contract Ref: CS21550

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	UK Research and Innovation (UKRI)
Contracting Authority Contact	Name: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
Contracting Authority Address	Polaris House, North Star Avenue, Swindon, SN2 1FL
Invoice Address (if different)	UKRI, c/o UK SBS, Polaris House, North Star Avenue, Swindon, Wilts. SN2 1UH or email: [REDACTED]

Supplier Name	Office Angels Limited (part of the Adecco UK&I Group)
Supplier Contact	Name: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
Supplier Address	70 Basepoint Business Centre, Rivermead Drive, Swindon, Wiltshire, SN5 7EX

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS21550
Date order placed	[REDACTED]
Call off Start Date	[REDACTED]
Call-Off Expiry Date	[REDACTED]
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Senior Digital Communications Executive
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	[REDACTED] hours a day / [REDACTED] days per week / Maximum [REDACTED] working days
Unsocial hours required – give details	N/A
High cost area supplement details	None
Immunisation requirements?	N/A

Pay band	6	
Fee Type	Non-Patient Facing (Disclosure required)	
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] (Day)	£ [REDACTED] (Day)

	<p>The total contract value shall not exceed £14,154.72 excluding VAT as per the breakdown below;</p> <p>██████████ : █████ Working Days @ █████ ex VAT = £14,154.72 ex VAT</p> <p>It is the viewpoint of the contracting authority that the candidate above is in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p>
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to ██████████</p>
Discounts applicable	N/A

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	<ul style="list-style-type: none"> • Ability to manage a high volume of activity accurately and in a timely fashion • High quality copywriting across multiple digital channels, ideally in a B2B environment • Effective project management skills across a range of fast-moving, simultaneous, projects • Hands on experience with Hootsuite Enterprise, Google Analytics, Eloqua, SalesForce and wordpress platforms • Hands on experience of business facing social media planning, creation, curation and evaluation • Experience of business facing email marketing creation, testing and optimization • Expert user of Excel • B2B campaign planning and management • Experience of business blogging - creation, publishing, promotion and evaluation • Up-to-date awareness of best practice in email, social media, blogging and SEO • Experience of evaluation and reporting to different organisational levels

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

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

CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENT

All terms and conditions as per CCS Framework Ref: RM6160 shall apply to this Call-Off Contract, subject to the following:

- Joint Schedules 6 (Key Subcontractors), 7 (Financial Difficulties), 8 (Guarantee), 9 (Minimum Standards of Reliability) and 12 (Supply Chain Visibility) shall not apply.
- Call-Off Schedule 2 Parts A (Staff Transfer At Start Date – Outsourcing From the Contracting Authority), B (Staff Transfer At Start Date – Transfer From Former Supplier), D (Pensions) and E (Staff Transfer on Exit) shall not apply.
- Call-Off Schedules 5 (Pricing Details), 7 (Key Supplier Staff), 8 (Business Continuity and Disaster Recovery), 10 (Exit Management), 11 (Installation Works), 12 (Clustering), 13 (Implementation Plan and Testing), 14 (Service Levels), 15 (Call-Off Contract Management), 16 (Benchmarking), 17 (MOD Terms), 19 (Scottish Law), 20 (Call-Off Specification), 21 (Northern Ireland Law) and 22 (Lease Terms) shall not apply.
- Call-Off Schedule 9 (Security) Part A (Short Form Security Requirements) shall apply.
- Either party shall have the right to terminate this Call-Off Contract for convenience on the provision of 30 calendar days prior written notice to the other party.

PERFORMANCE OF THE DELIVERABLES

Key Staff

██████████

Key Subcontractors

N/A

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