

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

**Contract Title (WP 1519)**

**CCZX21A27 - Provision of Interim Labs  
Financial Business Partner (SEO)**

## 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.

<b>Contracting Authority Name</b>	Department of Health and Social Care
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	REDACTED London REDACTED
<b>Invoice Address (if different)</b>	Email: REDACTED for electronic submission  Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

<b>Supplier Name</b>	Randstad
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	Randstad Solutions Limited REDACTED Luton REDACTED

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	RM6160 Lot 2 (Corporate Functions)
<b>Order reference number (e.g. purchase order number)</b>	WP 1519
<b>Date order placed</b>	As per date of final contract signature

**Order Form Template (Short Form)**

Crown Copyright 2019

<b>Call off Start Date</b>	26 March 2021
<b>Call-Off Expiry Date</b>	15 June 2021  The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving 10 working days' notice.
<b>Extension Options</b>	There will be an option to extend the Contract by up to a maximum of six (6) months from 16 June 2021 until 15 December 2021.  Please note, the value of the award excludes any extension option. It is at the Authority's discretion as to whether they take up the option to extend the Contract by up to six (6) months at the end of the initial term and is subject to budgetary approval.
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Finance Business Partner (SEO)
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	Sixty Five (65) days
<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band (use rate card to determine this)</b>	T&T10636 REDACTED Finance Business Partner (SEO) – 10A
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required)
<b>Expenses to be paid or benefits offered</b>	None
<b>Expenses to be paid by</b>	None

<b>Temporary Worker</b>				
<b>Charge rates</b>				
T&T10636 REDACTED	Role	Rate (all in cost to DHSC)	Units required	Discount applied
	<b>Charged days</b>			
	T&T10636 REDACTED Approved RAB: 15/03/21 Start date: 26/03/21 End date: 15/06/21	REDACTED	65	n.a
	Investment Days (not charged)			
	Total excl.VAT		£36,149.10	
	Total incl. VAT		£43,378.92	
<b>Method of payment</b>	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms			
<b>Discounts applicable</b>	None			

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	None

## **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**

<b>The requirement</b>
<p>Finance Business Partner (SEO) – x1 personnel required as named under Key Staff:</p> <p>The resource will:</p> <ul style="list-style-type: none"> <li>• Developing an understanding of the business, its stakeholders and deliverables</li> <li>• Building and maintaining relationships with customer budget holders</li> <li>• Ensuring that the leaders of T&amp;T can make decisions based on accurate financial information, by bringing business intelligence and operational knowledge to budget setting, forecasting and financial reporting.</li> <li>• Providing advice on compliance with policy, standards, accountabilities and controls</li> <li>• Translating and adding insight to financial data to provide clear information and evidence to support business activities and requirements</li> <li>• Providing guidance at appropriate level budget holder meetings and boards</li> <li>• Reviewing and providing input to business cases/ strategic documentation</li> <li>• Identifying and applying relevant costs, benefits and investment appraisal techniques</li> <li>• Ensure that the financial plans are developed through sufficient rigor and robustness to ensure it meets the necessary business case and government finance requirements</li> <li>• Providing relevant coaching and training to the business</li> <li>• Providing ad-hoc analysis and presentations to drive and support business decisions, such as efficiency and cost reduction options</li> <li>• Supporting the financial analysis of business areas to prepare for Spending Reviews, risk management and business planning processes.</li> <li>• Building financial and commercial awareness of non-finance staff within the business</li> </ul> <p>The Contracting Authority has asked for ten (10) working day notice periods for this candidate's contract. This is higher than the standard five (5) day notice period as it protects DHSC against not having sufficient time to find a suitable replacement should the need arise.</p>

### Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

Rates:

Role	Rate (all in cost to DHSC)	Units required	Discount applied
<b>Charged days</b>			
T&T10636 REDACTED Approved RAB: 15/03/21 Start date: 26/03/21 End date: 15/06/21	REDACTED	65	n.a
Investment Days (not charged)			
Total excl.VAT		£36,149.10	
Total incl. VAT		£43,378.92	

### PERFORMANCE OF THE DELIVERABLES

#### Key Staff

T&T10636 REDACTED- Finance Business Partner (SEO) – 10A

Supplier Contact:  
REDACTED

#### Key Subcontractors

None
------

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	1st April 2021	Date:	7 April 2021