



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

For help with completing this Order Form please refer to the Short Order Form FAQ's here

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

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.

Contracting Authority Name	Secretary of State for Health and Social Care acting as part of the Crown
Contracting Authority Contact	Redacted in line with Section 40 of The FOIA
Contracting Authority Address	Department of Health & Social Care 39 Victoria Street London SW1H 0EU
Invoice Address (if different)	

Supplier Name	Tate
Supplier Contact	Redacted in line with Section 40 of The FOIA
Supplier Address	4 Devonshire Square London EC2M 4HP

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 (corporate functions)
Order reference number (e.g. purchase order number)	Ongoing placements – a continuation to current POs.
Date order placed	20/09/21
Call off Start Date	n/a
Call-Off Expiry Date	n/a
Extension Options	n/a
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

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	£ (Hour/Day)	£ see above (Hour)
Method of payment	The candidates will submit a weekly timesheet for approval. The service provider will charge a maximum of the weekly charge rate each candidate as outlined plus VAT quoting the purchase order number on the invoice.	
Discounts applicable	Not applicable	
Criminal records check required	Yes	
BPSS required	No	
State any other required clearance and/or background checking	Not applicable	
State any skills, mandatory training and qualifications necessary for the role	Skills assessments – passed.	

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
Please note that each worker can be terminated, extended or other terms can be varied independently of other temporary workers.
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Job role / Title	Redacted in line with Section 43 of The FOIA	
Temporary or Fixed Term Assignment	Temporary	
Hours / Days required	37/5	
Unsocial hours required – give details	n/a	
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London 4. Fringe	
Immunisation requirements? (Fee type 1 only)	n/a	

Pay band (use rate card to determine this)	Bands 3 and 4.	
Fee Type	As outlined in the contract terms.	
Expenses to be paid or benefits offered	As per standard DHSC entitlements, re IT equipment.	
Expenses to be paid by Temporary Worker	As agreed at point of supply.	
Charge rates	Pre-AWR £ (Hour/Day)	Post-AWR Redacted in line with Section 43 of The FOIA

Redacted in line with Section 43 of The FOIA

					Total	£223,509.60
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This may include:

- Any variation from the standard framework terms
- Specialist knowledge requirements
- Specific invoicing requirements
- Specific service level agreements (SLA)
- Specialist management information required.
- Any specific health and Safety risks relevant to the role

Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period

For further details about what can and cannot be included here please email -
info@crownccommercial.gov.uk

PERFORMANCE OF THE DELIVERABLES

Key Staff

Redacted in line with Section 40 of The FOIA

Key Subcontractors

n/a

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted in line with Section 40 of The FOIA	Signature:	Redacted in line with Section 40 of The FOIA
Name:		Name:	
Role:		Role:	
Date:	23/9/21	Date:	27/09/2021