

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	Department for Business, Energy & Industrial Strategy
Contracting Authority Contact	Name: REDACTED Tel: REDACTED E-mail: REDACTED
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.uksbs.co.uk

Supplier Name	Allen Lane Limited
Supplier Contact	Name: REDACTED Tel: REDACTED E-mail: REDACTED
Supplier Address	33 King Street, St. James's, London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS21407
Order Date	29/07/2021
Call off Start Date	01/07/2021
Call-Off Expiry Date	31/08/2021
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Business Case Specialist
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time- Mon-Fri / Maximum of 43 working days
Unsocial hours required – give details	N/A
High cost area supplement details	None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	10A
Fee Type	N/A

Order Form Template (Short Form)

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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 /Day	£ REDACTED /Day
	The total contract value shall not exceed £ REDACTED excluding VAT as per the break down below:	
	REDACTED: 43 working days @ £ REDACTED per day = £ REDACTED ex VAT	
	<i>It is the viewpoint of the contracting authority that the candidate below is in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>	
Method of payment	The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier via BACS within thirty (30) calendar days upon receipt and acceptance of a valid invoice. Invoice to include purchase order number and contract reference shall be sent to finance@services.ukpbs.co.uk	
Discounts applicable	N/A	

Criminal records check	Yes – BPSS
BPSS required	Yes
State required clearance and background checking	None
Skills, mandatory training and qualifications necessary for the role	Skills held by the named candidates

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
• Service for a team to implement a project management office for the Net Zero project • Development and implementation of standardised reporting templates for the project team and all relevant stakeholders • Development of specialised reports for tracking KPIs which captures all relevant project data • Development and implementation of communication strategy to relevant stakeholders • Set up appropriate governance function including establishing and maintaining agreed PMO standards • Training of PMO and tools usage to relevant stakeholders

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
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:	