

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

Provision of Support to Test & Trace Commercial Team 2097

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 of Health and Social Care
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email invoices to: [REDACTED], copying in [REDACTED] Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC

Supplier Name	Investigo Ltd
Supplier Contact	[REDACTED] [REDACTED]
Supplier Address	10 Bishops Square, London E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	2097
Date order placed	As per date of final contract signature
Call off Start Date	27/07/2021
Call-Off Expiry Date	25/10/2021 <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice</i>
Extension Options	Subject to an extension
GDPR Position	Independent Controller
Job role / Title	
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	[REDACTED]
Unsocial hours required – give details	Not Applicable
High cost area supplement details	None

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(NHS only)	
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	Contract Lead – G7	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
Resource1:	£	£
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Total Contract Value : £39,797.12	
Discounts applicable	Standard 30 days payment terms	

Criminal records check required	Yes
BPSS required	Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	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

The requirement
<p>G7 Contract Lead</p> <p>Key Responsibilities</p> <p>The role holder will be responsible for supporting the contract management activity on behalf of the Commercial function.</p> <p>Key responsibilities of Contract Lead:</p> <ul style="list-style-type: none">• Act as a role model for others, demonstrating good leadership, effective communication and appropriate behaviours while ensuring compliance with standards and policies• Managing aspects of the delivery of the T&T Commercial contract management• Drafting, evaluating, negotiating and executing contract variations• Establishing and maintaining supplier relationships by serving as a single point of contract for contractual matters• Managing record keeping for all contracted – related correspondence and documentation• Providing both internal and external contract-related issue resolution• Monitoring and completing contract close-out, extension or renewal, as appropriate• Communicating contract -related information to all stakeholders• Identifying and following through of contract management improvements - value for money, efficiency and effectiveness• Deliver robust relationship management, maximising your own and your team's engagement with / influence over customers and suppliers alike• Deliver the end to end contract management and supplier management engagement,• Develop Business cases, approval reports and presenting to various senior approval boards <p>Role Criteria</p> <p>Essential to success in the role are the ability to think strategically, collaborate effectively and work with very broad and complex organisational and cross Governmental structures. The successful candidate will have strong interpersonal and negotiating ability, and be able to lead teams, acting as an advocate for change and continuous improvement. This is a dynamic and challenging environment and the successful candidate will need to be confident in making decisions effectively and decisively, whilst collaborating effectively with other senior members of the team.</p>

Strategic Commercial Acumen

- Proven track record of executing supplier and contract management in complex organisations
- Highly developed negotiation, stakeholder and political skills.
- Experience of operating in a politically sensitive environment or organisation
- Clear integrity and a commitment to maintaining the highest personal and professional standards, appropriate to the responsibilities attached to holding a senior position within a public body
- Excellent business judgement and highly effective influencing and negotiation skills
- A delivery focus: this is a delivery, rather than an ambassadorial role particularly whilst the team is still being built

Creative Thinking and Innovation

- Strategic thought leader, bringing analytical rigour coupled with pragmatic problem solving in addressing complex situations. High capacity to drive innovative approaches
- A willingness and ability both to draw on established evidence and best practice, to challenge themselves and others to think creatively
- Seek out and spread innovation to generate new solutions to current and future challenges
- An understanding of innovative approaches to achieve long-term sustainability
- A keen intellect to analyse complex problems and support and facilitate the development of partnerships that can develop and deliver shared solutions to address them successfully

Desirable:

- 5/6 years managing contracts within or on behalf of government, or for key suppliers to government
- Graduate/Post qualification or equivalent professional accreditation desirable
- Experience of working within public sector environment is desirable

Advantageous:

- MCIPS or equivalent commercial qualification

Key Criteria for the role of Contract Lead:

- Proven multi-disciplinary experience in operational, contract, commercial and project management, contract management experience in a client-facing role or a Procurement setting
- Experienced in setting and managing budgets and performance management
- Strong people management skills
- Excellent communication and interpersonal skills at individual, team and group level and equally comfortable and effective in communicating with front line staff, managers, senior management, Members and third-party partners
- Excellent relationship management skills and able to build, develop and maintain positive working relationships with Services and suppliers

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- A self-starter with proven problem-solving skills and a focus upon continuous improvement and ability to effectively operate with a high level of autonomy
- Ability to prioritise and manage high-level tasks and directives which may conflict each other
- Able to produce informative and concise reports and make effective oral and written presentations

The candidates will provide a full handover to UKHSA permanent employee once identified.

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.

PERFORMANCE OF THE DELIVERABLES

Key Staff

[REDACTED]







[REDACTED]

[REDACTED]

Key Subcontractors

None

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	5.08.21	Date:	12/08/21