

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 and Industrial Strategy
Contracting Authority Contact	REDACTED
Contracting Authority Address	1 Victoria St, Westminster London SW1H 0ET
Invoice Address (if different)	REDACTED

Supplier Name	Methods Business and Digital Technology Limited
Supplier Contact	REDACTED
Supplier Address	Saffron House, 6-10 Kirby Street, London, EC1N 8TS

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	TBC
Date order placed	29/01/2020
Call off Start Date	15/02/2021
Call-Off Expiry Date	14/08/2021
Extension Options	TBC
GDPR Position	Independent Controller
Job role / Title	Business Analyst
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Min 8 hours per day
Unsocial hours required – give details	0
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	10A
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required)

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	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	No	
Expenses to be paid by Temporary Worker	Yes	
Charge rates	Pre-AWR	
	£ REDACTED (Day)	
	£ (Hour/Day)	
Method of payment	30 days in arrears	
Discounts applicable		

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	

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>You will be expected to engage with and oversee the Functional leads and SMEs across HR and Finance, coordinating and leading on a range of deliverables:</p> <ul style="list-style-type: none">• Working with the Discovery Team on processes and service requirements across the 8 departments, as well as global process alignment and change impacts• Review and prioritise change impact assessment work to date around business changes needed to support a future build or onboard to a new shared service provision.• Development and maintenance of process maps as required• Development and maintenance of user journeys and stories• Gathering data requirements• Gathering reporting requirements <p>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</p> <p>For further details about what can and cannot be included here please email - info@crownccommercial.gov.uk</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED – Account Manager
Key Subcontractors
REDACTED

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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:		Date:	