

Contract Ref: CS20509

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 (BEIS)
Contracting Authority Contact	Name: [REDACTED] Tel: [REDACTED] Email: [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

Supplier Name	Allen Lane Ltd
Supplier Contact	Name: [REDACTED] Tel: [REDACTED] Email: [REDACTED]
Supplier Address	33 King Street, St. James', London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS20509
Order Date	02/12/2020
Call off Start Date	08/12/2020
Call-Off Expiry Date	31/03/2021
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	PM / Comms Services
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	5 days per week / 8 hours per day / Maximum [REDACTED] 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	Non-Patient Facing (No Disclosure)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR

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	£ [REDACTED](Day)	£ [REDACTED] (Day)
	<p>The total contract value shall not exceed £52,930.00 excluding VAT as per the breakdown below;</p> <p>[REDACTED]: [REDACTED] Working Days @ £ [REDACTED] ex VAT = £52,930.00 ex VAT</p> <p>It is the viewpoint of the contracting authority that the candidate above is out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</p>	
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to [REDACTED]</p>	
Discounts applicable	N/A	

Criminal records check	Yes
BPSS required	Yes
State required clearance and background checking	Yes
Skills, mandatory training and qualifications necessary for the role	Skills held by the named candidate. Including: Project delivery, leadership, managing senior stakeholders

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
<ul style="list-style-type: none"> Producing timely, high quality briefings and submissions for a range of audiences such as our Secretary of State, Permanent Secretary and all BEIS colleagues Working with Programme colleagues, particularly Communications to ensure consistent messaging is provided in line with the latest government advice Oversight of the Programme's Equality Impact Assessment to ensure the analysis considers new research and wherever possible, addresses any negative impacts Coordination of the multiple strands of activity across BEIS's Corporate Centre Ensuring our approach is aligned with BEIS policy on working safely in offices, and contributing to and ensuring alignment with HMG policy as led by the Government Property Agency, and CSHR advice on people issues Ensuring staff, DTUS and Staff Networks are engaged, and act on any feedback and issues raised Provide programme delivery focus in support of the Programme Director including: <ul style="list-style-type: none"> Managing product and delivery trackers

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- Liaising with subject leads to monitor and support delivery
- Providing weekly milestone and delivery update for the Programme Director to frame next meetings

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:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]

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Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

The contact details of the Relevant Authority's Data Protection Officer are:

[REDACTED]

The contact details of the Supplier's Data Protection Officer are:

[REDACTED]

The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.</p> <p>The processing is needed in order that the Supplier can effectively deliver the Contract for the provision of contingent Labour.</p>
Duration of the Processing	Processing will take place upon the duration of the contract.
Nature and purposes of the Processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> • Pre-employment screening • Statutory obligations • Contractual and legal obligations • Skills assessments • Feedback gathering • Processing payments <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance</p>

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<p>Type of Personal Data</p>	<p>The Contract itself will include the names and business contact Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data Photographic Facial Image Biometric data Birth certificates IP Address Details of physical and psychological health or medical condition Next of kin & emergency contact details Record of absence, time tracking & annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier. Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>
<p>Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>The Supplier will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract. The Supplier will certify to the Contracting Authority that it has completed such deletion.</p>