**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk)  PO Number to be provided. The PO Number must be quoted on each invoice with a clear breakdown of all charges incurred. If these details are not provided the Invoice will not be accepted. |

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| **Supplier Name** | SmartSourcing Limited |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | Tanglewood  90-92 Vicarage Hill  South Benfleet  SS7 1PE |

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| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Statement of Work |
| **Order reference number (e.g. purchase order number)** | TIS0573 |
| **Call off Start Date** | 01/11/22 |
| **Call-Off** **Expiry Date** | 28/02/23 |
| **Extension Options** | Extension option to extend to the end of the financial year 31/03/23 subject to the relevant approvals being obtained. |
| **GDPR Position** | Statement of Works |
| **Job role / Title** | A Solution Architecture service via the extension of the contract REDACTED |
| **IR35** | Out of Scope of IR35 |
| **Notice Period** | Two Weeks (Ten Working Days) |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | 8 hours per day, excluding lunch.  The location of the Services will be carried remotely however there will be a requirement for regular face to face meetings at London office (16th Floor, 1 Westfield Avenue, Stratford,  London, E20 1HZ) or Birmingham office (Cannon House, 18 The Priory Queensway, Birmingham, B4 6FD).  Travel to the contracted offices of London and Birmingham will be at the Contractor’s own expense. Travel to other offices may be required and INSS T&S policy will apply. |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | 1. None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | Statement of Works | |
| **Fee Type** | 2. Non-Patient Facing (Disclosure required) | |
| **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 Per Day to SmartSourcing | REDACTED Per Day to SmartSourcing |
| The Maximum Contract Value for this Call Off will be £72,210 based on a day rate of REDACTED over REDACTED working days. This may rise by £20,010 to £92,220 if the extension option is enacted | |
| **Method of payment** | Invoice/BACS | |
| **Discounts applicable** | N/A | |

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| **Criminal records check required** | No |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | None |
| **Statement of Works:** | REDACTED |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The Requirement** |
| The work package will provide solution architecture capability for the FCP project through the final phase of the project. Please see the following table for the full outcomes:  |  |  |  |  | | --- | --- | --- | --- | | **Number** | **Outcome** | **Description** | **Acceptance criteria** | | 1 | Technical Oversight and Assurance | Responsible for technical assurance to the Forensic Computing Provision (FCP) project team in conjunction with DTS senior stakeholders and governance bodies.  Ensure relevant agreements are obtained through agency technical governance bodies. | Solution delivers services that align with legal and regulatory requirements, Agency IT principles and the required outcomes of the project  All project approaches and designs are agreed by Technical Assurance Group (TAG). | | 2 | Architecture | To provide architectural documentation of FCP project delivery (either by project resources or third-party suppliers) by either producing or supporting the production of required architectures using agreed methodologies and tooling. With a particular focus on;  • Obligations and responsibilities for data security and integrity during the movement of data between providers, and between providers and consumers  • INSS stakeholders and providers understand their obligations and responsibilities when working with data. | Produce or ensure overarching architecture documentation is drafted and baselined. | | 3 | Management of stakeholders on digital and technology matters | Manage the engagement of key FCP technical stakeholders. | Attendance at TAG, project boards and other DTS meetings as required. | | 4 | DTS architecture process | Assure and contribute between supplier and DTS Architecture, Service Governance and Cyber Security by producing architectural insights and decisions points to the agency Architecture Forum and Technical Assurance Group. | Represent the project at Architecture/Technical Forums ensuring agreement on technical project deliverables. | | 5 | FCP Service Design | In a consultant role assist the ICF to finalise the end-to-end Service Design with IntaForensics which will support Phase 2 Procurement activities.  Assure the new providers meet INSS architecture standards for SIAM onboarding  Document overarching solution architecture document that identifies all components, technical integrations, and non-technical hand-offs for the solution, with specific focus on data interfaces between investigators and the review platform, with respect to access and authentication, data storage and retention, technical and physical security controls on data whilst at rest and in motion between providers, and between provider and investigators | Service Design  Deviations from standards the provider must remedy  Architectural blueprint for service for the FCP | | 6 | Internal Storage Service Development | Influence Supplier to optimise solution for agency’s preferred direction of travel in respect of the wider forensic/investigative process  Advise project on dependencies and provide delivery foresight especially with respect to deployment and go-live  Identify or otherwise provide expected cost metrics for budgetary purposes  Identify and document future direction of travel and options for future improvements (potential Phase 3 onwards) | Approval of Service design for the data storage solution  Approval of Architectural blueprint for service for the data storage solution | | 7 | Technical input into preferred Supplier plans | Review preferred supplier documents and plans. Technical review and assurance of plans to ensure that proposed supplier approach meets requirements.  Assess preferred supplier solution in regards of architecture, sustainability, longevity (including supplier change), and security  Analysis of proposed supplier team to ensure is sufficient for delivery. | Delivery plan approved by the project board.  Evaluate and advise through the procurement activity to identify the preferred supplier | | 8 | Technical input into Supplier contract discussions | Approve technical assurance of the supplier’s delivery and artefacts  Informed by DTS architectural guidance and frameworks, legal and regulatory boundaries and other constraints.  • Articulate potential benefits and risks of various approaches during down selection  • Identify and articulate gaps/overlaps between desired outcomes and service/solution capabilities that are cause for concern. | Assured supplier contract signed | | 9 | Implementation & Deployment (working with supplier) | Be responsible for successful data migration (whether supplier or internally delivered)  Assure delivered solution works within the Agency and will be sustainable | Data Migration approach is successfully delivered  Designated users on Go-Live will be able to access the new solution |  REDACTEDkey milestonesThe Supplier should note the following key Milestones that the Contracting Authority will measure the successfulness of delivery against:The timeframe for delivery will be 01 November 2022 - 28 February 2023.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Milestone** | **Description of Deliverable** | **Acceptance Criteria** | **Payment Linked** | **Timeframe** | | 1-9 | The work package deliverables are detailed in “Services” above. Progress against each deliverable will be reviewed and agreed on a monthly basis. | To be approved by Project Manager or other nominated INSS representative | All deliverables have equal weighting | 01 November 2022- 28 February 2023 | |

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**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| REDACTED |
| **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 | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: | REDACTED | Date: | REDACTED |