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

**Delivered by:**

NHS Commercial Solutions  
NHS East of England Collaborative Procurement Hub  
NHS London Procurement Partnership  
NHS North of England Commercial Procurement Collaborative  
Crown Commercial Service

**For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)**

**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**: Non Clinical Temporary and Fixed Term Staff.

<b>Contracting Authority Name</b>	Secretary of State for Health and Social Care acting as part of the Crown
<b>Contracting Authority Contact</b>	Redacted under S. 40 of the FOIA
<b>Contracting Authority Address</b>	39 Victoria Street London SW1H 0EU
<b>Invoice Address (if different)</b>	Redacted under S. 40 of the FOIA

<b>Supplier Name</b>	Robertson Bell Ltd
<b>Supplier Contact</b>	Redacted under S. 40 of the FOIA
<b>Supplier Address</b>	Euston House, 24 Eversholt Street, London NW1 1AD

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	2
<b>Call-Off (Order) Ref</b>	
<b>Order Date</b>	05/10/2021
<b>Call off Start Date</b>	01/10/2021
<b>Call-Off Expiry Date</b>	31/12/2021
<b>Extension Options</b>	This is a contract extension. Duration of the role can be extended
<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

**Order Form Template (Short Form)**  
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<b>Number of roles required:</b>	1
<b>Number of CV's required:</b>	N/A
<b>Job role / Title</b>	Interim EO Payroll Officer
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	5 days, Monday – Friday, 37 hours per week
<b>Unsocial hours required – give details</b>	
<b>HCAS details</b>	1. None 2. Inner London 3. Outer London 4. Fringe
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

<b>Pay band</b>	7
<b>Fee Type</b>	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)
<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	
<b>Charge rates</b>	Redacted under S. 43 of the FOIA
<b>Method of payment</b>	
<b>Discounts applicable</b>	Redacted under S. 43 of the FOIA

<b>Criminal records check</b>	Yes – as part of the original contract DBS Reference Number: Date of Issue: 11th February 2020
<b>BPSS required</b>	Yes – as part of the original contract
<b>State required clearance and background checking</b>	Original Contract had following checks performed:
<b>Skills, mandatory training and qualifications necessary for the role</b>	

## 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
<b>[Guidance: Insert details of your requirement here].</b>
<p>This may include:</p> <ul style="list-style-type: none"><li>• Any variation from the standard framework terms</li><li>• Specialist knowledge requirements</li><li>• Specific invoicing requirements</li><li>• Specific service level agreements (SLA)</li><li>• Specialist management information required.</li><li>• Any specific health and Safety risks relevant to the role</li></ul> <p>Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the <b>Framework Specification</b> during the specified Call-Off Period</p> <p>For further details about what can and cannot be included here please email - <a href="mailto:info@crownccommercial.gov.uk">info@crownccommercial.gov.uk</a></p>

## PERFORMANCE OF THE DELIVERABLES

<b>Key Staff</b>
Redacted under S.
<b>Key Subcontractors</b>
<b>[Insert name of key sub-contractors if required]</b>

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted under S. 40 of the FOIA	Signature:	Redacted under S. 40 of the FOIA
Name:		Name:	
Role:	Business Manager	Role:	Category Lead
Date:	05/10/2021	Date:	16 November 2021