

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](#)

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.

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 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.

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

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Statement of Work
Order reference number (e.g. purchase order number)	TIS0617
Date order placed	17/03/23
Call off Start Date	03/04/23
Call-Off Expiry Date	29/09/23

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Extension Options	Extension options to extend for a further two months from 2 nd October 2023 – 1 st December 2023 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 for REDACTED, Solution Architect, DTS
IR35	Out of Scope of IR35
Notice Period	Two Weeks (Ten Working Days)
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	<p>8 hours per day, excluding lunch.</p> <p>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).</p> <p>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.</p>
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

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 Smart-Sourcing	REDACTED Per Day to Smart-Sourcing

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	The Maximum Contract Value for this Call Off will be £107,880 based on a day rate of REDACTED over REDACTED working days within the initial term. This may rise by £39,150 to £147,030 if the extension option is enacted
Method of payment	Invoice/BACS
Discounts applicable	N/A

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](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The Requirement			
<p>This work package is to provide solution architect capability for the FCP project through the final phase of the project. The following table details the full deliverables:</p>			
Number	Outcome/ Deliverable	Description	Acceptance criteria
1	Technical Oversight and Assurance	<p>Responsible for technical assurance to the Forensic Computing Provision (FCP) project team in conjunction with DTS senior stakeholders and governance bodies.</p> <p>Ensure relevant agreements are obtained through agency technical governance bodies.</p>	<p>Solution delivers services that align with legal and regulatory requirements, Agency IT principles and the required outcomes of the project</p> <p>All project approaches and designs are agreed by Technical Assurance Group (TAG).</p>
2	Architecture	<p>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;</p> <ul style="list-style-type: none"> Obligations and responsibilities for data security and integrity during the 	<p>Produce or ensure overarching architecture documentation is drafted and baselined.</p>

		<p>movement of data between providers, and between providers and consumers</p> <ul style="list-style-type: none"> INSS stakeholders and providers understand their obligations and responsibilities when working with data. 	
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	<p>Finalise the end-to-end Service Design with IntaForensics and Fordway which will deliver Phase 2.</p> <p>Ensure Fordway meet INSS architecture standards for SIAM onboarding</p> <p>Deliver 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</p>	<p>Approved service design</p> <p>Providers successfully able to be integrated</p> <p>Approved architectural blueprint for service for the FCP</p>

		between provider and investigators	
6	Internal Storage Service Development	<p>Influence Supplier to optimise solution for agency's preferred direction of travel in respect of the wider forensic/investigative process</p> <p>Advise project on dependencies and provide delivery foresight especially with respect to deployment and go-live</p> <p>Identify or otherwise provide expected cost metrics for budgetary purposes</p> <p>Identify and document future direction of travel and options for future improvements (potential Phase 3 onwards)</p>	<p>Approved service design for the data storage solution</p> <p>Approved architectural blueprint for service for the data storage solution</p>
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.	Delivery plan approved by the project board.
8	Technical input into Supplier contract discussions	Approve technical assurance of the supplier's delivery and artefacts	Provide assurance the discovery period led by Fordway meets project requirements

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		<p>Informed by DTS architectural guidance and frameworks, legal and regulatory boundaries and other constraints.</p> <ul style="list-style-type: none"> • 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. 	to continue with full implementation
9	Implementation & Deployment (working with supplier)	<p>Be responsible for successful data migration (whether supplier or internally delivered)</p> <p>Assure delivered solution works within the Agency and will be sustainable</p>	<p>Data Migration approach is successfully delivered</p> <p>Designated users on Go-Live will be able to access the new solution</p>

KEY MILESTONES

The Supplier should note the following key Milestones that the Authority will measure the successfulness of delivery against:

The timeframe for delivery will be 01 April 2023 – 29 September 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 April 2023 – 29 September 2023

PERFORMANCE OF THE DELIVERABLES

Key Staff
Solutions Architect – 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