

# **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.

<b>Contracting Authority Name</b>	Health Research Authority
<b>Contracting Authority Contact</b>	REDACTION, under FOIA Section 40 Personal Information
<b>Contracting Authority Address</b>	Health Research Authority 2 Redman Place Stratford London E20 1JQ
<b>Invoice Address (if different)</b>	Health Research Authority T71 Payable F275 Phoenix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE

<b>Supplier Name</b>	Evisa Solutions Ltd TA Malikshaw
<b>Supplier Contact</b>	REDACTION, under FOIA Section 40 Personal Information
<b>Supplier Address</b>	111 Charmouth Rd St Albans AL1 4SG

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2
<b>Order reference number (e.g. purchase order number)</b>	
<b>Date order placed</b>	03.11.2021
<b>Call off Start Date</b>	15.11.2021
<b>Call-Off Expiry Date</b>	31.03.2022
<b>Extension Options</b>	N/A

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<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
<b>Job role / Title</b>	Programme Manager
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	37.5
<b>Unsocial hours required – give details</b>	N/A
<b>High cost area supplement details (NHS only)</b>	1. <b>None</b>
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

Pay band (use rate card to determine this)	10A	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Was Charge rates Charge rate Pay rate	Pre-AWR	Post-AWR
	REDACTION, under FOIA Section 43	Commercial Interests
Method of payment	BACS	
Discounts applicable	N/A	

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	Per JD supplied

## **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**

<b>The requirement</b>
<p>To deliver the services as outlined in the Job Description of Programme Manager and Ethics Review Programme Objectives.</p> <p>Summary:</p> <ul style="list-style-type: none"><li>• The Programme Manager will manage programmes that will make a real difference to researchers and research participants. The Programme Manager works with internal and external stakeholders to drive the success of the programme. They will co-ordinate and monitor the delivery of the programme's projects, manage project interdependencies, expenditure and risks and issues. They will lead on programme reporting and on the procurement and management of external suppliers as well as the realisation of projected benefits.</li><li>• The Corporate Portfolio Office at HRA has developed a pool of project delivery resources that are assigned to programmes and projects as required. This makes best use of the resources available and as a result there is a requirement for flexibility and the ability to potentially manage more than one programme/project at a time depending on demand. The role will involve working closely with the Senior Responsible Owners for the assigned programmes to define the objectives, scope and benefits through to delivery of the programme.</li><li>• The Programme Manager will also be required to take a lead in defining and maintaining the Corporate Portfolio Office programme management standards.</li></ul>

## **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
REDACTION, under FOIA Section 40 Personal Information
<b>Key Subcontractors</b>
REDACTION, under FOIA Section 40 Personal Information

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION, under FOIA Section 40 Personal Information	Signature:	REDACTION, under FOIA Section 40 Personal Information
Name:		Name:	
Role:		Role:	
Date:		Date:	