

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

CCSH21A01- INTERIM G7 TO CTP TEAM

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	Department of Health and Social Care
Contracting Authority Contact	REDACTION REDACTION
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email: REDACTION for electronic submission Or Postal invoices to: Department for Health & Social Care 39 Victoria Street London SW1H 0EU Quoting valid PO number

Supplier Name	Hays Specialist Recruitment Limited
Supplier Contact	REDACTION REDACTION
Supplier Address	250 Euston Road London NW1 2AF England

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Corporate Functions
Order reference number (e.g. purchase order number)	To be confirmed following contract commencement
Date order placed	As per date of final contract signature
Call off Start Date	11 January 2021
Call-Off Expiry Date	11 July 2021* <i>*The Contracting Authority will reserve the right to terminate on completion of the work within this timeframe by giving 5 days' notice</i>

Order Form Template (Short Form)

Crown Copyright 2019

Extension Options	None			
GDPR Position	Independent Controller			
Job role / Title	G7			
Temporary or Fixed Term Assignment	Temporary			
Hours / Days required	A maximum of 110 Working Days			
	Role	Rate	Units required	Discount applied
	Charged days			
	REDACTION REDACTION (G7) REDACTION Start date: 11/01/2021 End date: 11/07/2021	REDACTION	110 days	REDACTION
	Investment Days REDACTION			

Order Form Template (Short Form)

Crown Copyright 2019

	Total excl. VAT		£42,669 .00	
Unsocial hours required – give details	Not Applicable			
High cost area supplement details (NHS only)	None			
Immunisation requirements? (Fee type 1 only)	Not Applicable			

Pay band	REDACTION	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	REDACTION	
Expenses to be paid by Temporary Worker	REDACTION	
Charge rates	Pre-AWR	Post-AWR
	REDACTION	£ REDACTION (Day)
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Weekly invoicing is in scope, but consolidated invoicing may be agreed by the Contracting Authority and the Supplier during the Contract Term.	
Discounts applicable	None	

Order Form Template (Short Form)

Crown Copyright 2019

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

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			
Provision of a G7 resource whose scope of deliverables will extend to the provisions detailed below.			
The G7 resource will deliver administrative and management services to the Community Testing Policy Unit Team:			
<ul style="list-style-type: none"> • Research and investigation • Drafting policy statements • Undertaking evaluation of Local Authority bids 			
The Authority requires the G7 resource to undertake daily check-ins with the Authority's nominated contact, REDACTION, or as otherwise named by the Authority, who will maintain oversight of the G7 resource to confirm activity and ensure value for money.			
Rates:			
Role	Rate	Units required	Discount applied
Charged days			
REDACTION REDACTION (G7) REDACTION Start date: 11/01/2021 End date: 11/07/2021	REDACTION	110 days	REDACTION

Order Form Template (Short Form)

Crown Copyright 2019

Investment Days REDACTION				
Total excl. VAT		£42,669 .00		

PERFORMANCE OF THE DELIVERABLES**Key Staff**

G7 Resource: REDACTION Approval of the Resource's weekly timesheets: Weekly timesheets will be approved by REDACTION in the Community Testing Policy Unit Team

Supplier contact:

REDACTION

REDACTION

Key Subcontractors

None

Order Form Template (Short Form)
Crown Copyright 2019

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION	Signature:	REDACTION
Name:	REDACTION	Name:	REDACTION
Role:	REDACTION	Role:	REDACTION
Date:	11/3/2021	Date:	11/03/21