

# **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>	Ministry of Defence (MOD)
<b>Contracting Authority Contact</b>	Tina Cole
<b>Contracting Authority Address</b>	DBS Mil Pers & Vets and SPO Delivery Team Head Office Commercial F10, Innsworth House, Imjin Bks, Innsworth, Gloucester, GL3 1HW
<b>Invoice Address (if different)</b>	Invoices to be submitted electronically via the MOD's Contracting, Purchasing and Finance (CP&F) system

<b>Supplier Name</b>	Cedar Recruitment Ltd
<b>Supplier Contact</b>	Louise Gapp
<b>Supplier Address</b>	Floor 2, Goldsmiths House 137-141 Regent Street, LONDON W1B 4HZ

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	2
<b>Order reference number (e.g. purchase order number)</b>	701554433
<b>Date order placed</b>	30 April 2021
<b>Call off Start Date</b>	1 May 2021
<b>Call-Off Expiry Date</b>	30 September 2021
<b>Extension Options</b>	This Call-off Contract can be extended by the Contracting Authority for up to a maximum of 12 weeks, by giving the Supplier <b>2 weeks</b> written notice before its expiry.
<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

<b>Job role / Title</b>	ISAC Development Lead
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	As per the project demands
<b>Unsocial hours required – give details</b>	No
<b>High cost area supplement details (NHS only)</b>	<div>1. None</div> <div>2. Inner London</div> <div>3. Outer London</div> <div>4. Fringe</div> <div>NOT APPLICABLE</div>
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

Pay band (use rate card to determine this)	10B.	
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	Not Applicable	
Expenses to be paid by Temporary Worker	Not Applicable	
Charge rates	Pre-AWR	Post-AWR
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	BACS Transfer through the MOD's Contracting, Purchasing and Finance (CP&F) system	
Discounts applicable	None	

<b>Criminal records check required</b>	N/A
<b>BPSS required</b>	Yes – security clearance confirmed as DV by candidate
<b>State any other required clearance and/or background checking</b>	Not applicable
<b>State any skills, mandatory training and qualifications necessary for the role</b>	<p>In depth knowledge of the Industry Personnel Security Assurance (IPSA) service</p> <p>Stakeholder Management</p> <p>Security communication skills</p> <p>Ability to implement and lead transition activities</p> <p>Ability to design and implement a Governance system for the Industry Security Assurance Centre</p> <p>The individual must be DV cleared</p>

## 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

The Authority requires the temporary services of an individual to continue to oversee the development of the MOD's Industry Security Assurance Centre and the implementation of the Industry Personnel Security Assurance (IPSA) service. The individual will be required to lead and co-ordinate the successful launch of IPSA with industry in Q1 of FY 21/22 followed by the development and delivery of a supplementary communications campaign with industry to ensure buy in and understanding.

The individual will be required to lead on the transition of products and services from the DSR based project team to the operational team that will be based in DE&S. They will be required to represent the new IPSA service until such time that a BAU team has been recruited and trained, and formal handover to DE&S has been completed. The individual will also be required to work with BAU resources in DSR to stand up an ISAC oversight team and establish ongoing governance. In addition they will lead the work to establish an ISAC presence in the intelligence agencies to speed up industry due diligence checks.

The individual will be required to continue the stakeholder management relationship with the Government Security Group (GSG), delivering reporting as required until such time as it is handed over to the ISAC oversight team in DSR.

Deliverables:

- Transition plan and implementation
- Communications plan and implementation
- Establish ISAC governance structure
- Provide reporting to GSG
- Establish Intelligence Agency liaison post and TOR

The individual must possess the following specialist skills:

- In depth knowledge of the Industry Personnel Security Assurance (IPSA) service
- Stakeholder Management
- Security communication skills
- Ability to implement and lead transition activities
- Ability to design and implement a Governance system for the Industry Security Assurance Centre

The individual must be DV cleared to enable effective liaison with intelligence agencies.

Invoices to be submitted electronically via the MOD's Contracting, Purchasing and Finance (CP&F) system.

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## PERFORMANCE OF THE DELIVERABLES

<b>Key Staff</b>
<b>Key Subcontractors</b>
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:	Howard Bentwood	Name:	Tina Cole
Role:	CEO	Role:	Commercial Officer
Date:	04/05/2021	Date:	30 April 2021