



**Workforce
Alliance**

Collaborating for a sustainable workforce

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



**Crown
Commercial
Service**



Procurement in Partnership
The Collaboration of NHS Procurement Hubs

Delivered by
NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative

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	NHS Midlands & Lancashire Commissioning Support Unit
Contracting Authority Contact	
Contracting Authority Address	
Invoice Address (if different)	NHS Midlands & Lancashire CSU OCX PAYABLES M385 Pheonix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE

Supplier Name	Boston Hale
Supplier Contact	
Supplier Address	1-3 Pemberton Row London EC4A 3BG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	Will be sent on completion of the process
Date order placed	Will be advised
Call off Start Date	Anticipated 23 May 2022 – will be confirmed
Call-Off Expiry Date	Three months with a possibility to extend if required
Extension Options	To be exercised if needed
GDPR Position	Independent Controller
Job role / Title	Specialist Nurse Assessor
Temporary or Fixed Term Assignment	Temporary

Order Form Template (Short Form)

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Hours / Days required	Up to 37.50 / five days per week: Monday to Friday
Unsocial hours required – give details	No
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	None required

Pay band (use rate card to determine this)	6				
Fee Type	1. Patient facing / remote working via video conference				
Expenses to be paid or benefits offered	N/A				
Expenses to be paid by Temporary Worker	N/A				
Charge rates	<table> <tr> <td>Pre-AWR</td><td>Post-AWR</td></tr> <tr> <td></td><td></td></tr> </table>	Pre-AWR	Post-AWR		
Pre-AWR	Post-AWR				
					
Method of payment	Payment within 30 days of invoice				
Discounts applicable	N/A				

Criminal records check required	Yes / No
BPSS required	Yes / No
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	Registered Nurse

CALL-OFF INCORPORATED TERMS

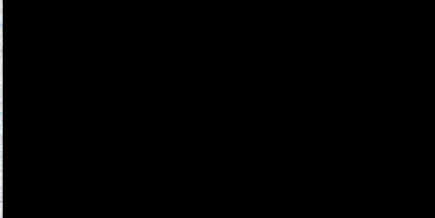
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
MLCSU require the services of a suitably experienced and qualified Band 6 CHC/IPA Nurse Assessor for a three-month assignment, this may be extended.
Confirmation is required from the agency on RM6160 that all the relevant clinical checks as per the Clinical Framework CSS have been completed before a candidate can be agreed. Copies of this confirmation will be retained for audit purposes.
Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period
For further details about what can and cannot be included here please email - info@crownccommercial.gov.uk

PERFORMANCE OF THE DELIVERABLES

Key Staff
Simon Taylor Director E: staylor@bostonhale.com T: 020 3587 7906
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	18 May 2022	Date:	18 May 2022