

Annex 1: Order Form

THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF FRAMEWORK CONTRACT: RM6160
FROM:

CONTRACTING AUTHORITY	Department of Health and Social Care
CONTRACTING AUTHORITY ADDRESS	Skipton House, 80 London Road, SE1 6LH 39 Victoria Street, SW1H 0EU Quarry House, Leeds, LS2 7UE
INVOICE ADDRESS (if different)	Accounts Payable Department of Health & Social Care, 1 st Floor, 39 Victoria Street, London SW1H 0EU
CONTACT REFERENCE	████████████████████ ████████████████ ████████████████████████████████
ORDER NUMBER	PO: TBC
ORDER DATE	17/09/2019

SUPPLIER	Harvey Nash
SUPPLIER'S ADDRESS	Salesforce Tower, 110 Bishopsgate, London, EC2N 4AY
ACCOUNT MANAGER	████████████████████ ████████████████ ████████████████ ████████████████████████████████

PART 1: SERVICE REQUIREMENT

PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:

RM6160 LOT:	Lot 2 – Corporate Functions
NUMBER OF ROLES REQUIRED:	2
NUMBER OF CVS REQUIRED:	As supplied
JOB ROLE/TITLE:	Case Administrator
PAY BAND:	N/A
HOURS/DAYS REQUIRED:	
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	From 31st October hours of coverage will be 0700-2200 Monday -Friday and 0900-1700 weekends. Likely 6 day rolling rota.
ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?	No
FEE TYPE:	Non-Patient Facing (Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	Not Applicable –
CRIMINAL RECORDS CHECK	DBS Basic required
BPSS REQUIRED	DBS Basic required
STATE ANY ADDITIONAL CLEARANCE & BACKGROUND CHECKING REQUIRED	N/A

REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A	
SKILLS, MANDATORY AND OTHER TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	N/A	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	██████████	
EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:	N/A	
EXPENSES TO BE PAID BY CANDIDATE:	N/A	
ADDITIONAL REQUIREMENTS:	N/A	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	30/09/2019	
ANTICIPATED END DATE:	31/12/2019	
TEMPORARY OR FIXED TERM ASSIGNMENT:	Temporary	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
 CCIM Case Administrator v04_.c		
PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
██████████	█ ██████████	██████████
██████████	█ ██████████	██████████
PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.		
DISCOUNTS APPLICABLE:	N/A	
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
<i>Completion of an assignment checklist by Service Provider</i>		
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS		
<ul style="list-style-type: none"> - One week notice period for either party - Contract duration 65 working days to deliver content as specified above - Inside IR35 - Period up to 31st of October will involve training, operational readiness and process improvement, post 31st October should the UK leave the EU the teams will 'go-live', begin working coverage requirement and deliverables in line with Case Assistant JD attached. - One role is based in Leeds / CQC building Ludgate Chambers, Ludgate Hill, Leeds, West Yorkshire, LS2 7HZ - One role is based in London / Zone 1 sites 39 Victoria Street / Skipton House 		
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS		
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A	

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Contract between the Supplier and the Authority.

FOR AND ON BEHALF OF THE SUPPLIER:

