RM971 NON MEDICAL NON CLINICAL

PART 1 – ORDER FORM

ORDER FORM

THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF   FRAMEWORK AGREEMENT: RM971

FROM:

CUSTOMER	Department for Business, Energy and Industrial Strategy (BEIS)
SERVICE ADDRESS	1 Victoria Street, London, SW1H 0ET
INVOICE ADDRESS (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email **REDACTED**
CONTACT REFERENCE	Authoriser Name: **REDACTED** Tel: **REDACTED** e-mail: **REDACTED**
ORDER NUMBER	CS19188
ORDER DATE	30/05/2019

TO:

SERVICE PROVIDER	Methods Business and Digital Technology Ltd
SERVICE PROVIDER'S ADDRESS	16 St. Martin's Le Grand, London, EC1A 4EN
ACCOUNT MANAGER	Name: **REDACTED** Address: **REDACTED** Tel: **REDACTED** E-mail: **REDACTED**

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	4
ADDITIONAL REQUIREMENTS:	N/A
PART 1.2: ANCIPATED DURATION OF CONTRACT The contract shall commence on 17th June 2019 and expire on 31st December 2019.	

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The contract shall commence on 17th June 2019 and expire on 31st December 2019.

PART 1.3: MILESTONES AND KEY DELIVERABLES

N/A

PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):

The total contract value shall not exceed £97,070.65 excluding VAT as per the breakdown below;

NAME	START DATE	DAY RATE	NUMBER OF WORKING DAYS	TOTAL CHARGE (EX VAT)
REDACTED	17/06/2019	£698.35	139	£97,070.65
Total Charge (Ex. VAT)				£97,070.65

It is the viewpoint of the contracting authority that the candidate above is out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.

DISCOUNTS APPLICABLE:	*N/A*
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice. Invoice to include purchase order number and contract reference shall be sent to **REDACTED**	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
Programme Management: detailed programme planning, Benefits Management, stakeholder management, regular reporting of progress, implementation of PM governance, management of Audit and Assurance, planning implementation, leadership of complex SH network, Resource (staff and £) plan for the programme delivery support, management/archive of all programme documentation, provide ERP implementation expertise into the programme. Implement management of dependencies. To lead the service requirements. Deliver the OBC and FBC through approval gates to get out to market.	
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:	**REDACTED** **REDACTED**
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 COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

Annex 1 -Call Off Schedule 16- Processing Personal Data

1.   The contract details of the Customer Data Protection-Officer is:

> Name:**REDACTED**
> Address:**REDACTED**
> Tel:**REDACTED**
> Email: **REDACTED**

2.   The contact details of the person responsible for the Data Protection at Venn Group is:

> **REDACTED**

3.   The Processor shall comply with any further written instructions with respect to processing by the Controller.

4.   Any such further instructions shall be incorporated into this Schedule.

Contract Reference	CS19188
Date:	**May 31. 2019**
Description of Authorised Processing	**Details**
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include. collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means. Processing takes place for the purposes of: Pre-employment screening Statutory obligations Contractual and legal obligations Skills assessments Feedback gathering Processing payments The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting

	undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data Photographic Facial Image Birth certificates IP Address Details of physical and psychological health or medical condition Next of kin & emergency contact details Record of absence, time tracking & annual leave Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Categories of Data Subject	Agency worker/s of the contracting authority as engaged by the supplier. Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	**REDACTED**
TITLE:	**REDACTED**
SIGNATURE:	**REDACTED**
DATE:	**REDACTED**

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	**REDACTED**
TITLE:	**REDACTED**
SIGNATURE:	**REDACTED**
DATE:	**REDACTED**