

# **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>	Government Legal Department
<b>Contracting Authority Contact</b>	[REDACTED]
<b>Address</b>	102 Petty France Westminster London SW1A 9GL
<b>Invoice Address (if different)</b>	[REDACTED]  Invoices can be emailed to [REDACTED]  Invoices submitted by email <b>must</b> be in Adobe PDF. If sending multiple invoices, please separate them into one invoice per PDF. This email address is automated so you will not receive a response.

<b>Supplier Name</b>	Lorien Sourcing Ltd
<b>Supplier Contact</b>	[REDACTED]
<b>Supplier Address</b>	3rd Floor, 107 Leadenhall Street, London, EC3A 4AF

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 3
<b>Order reference number (e.g. purchase order number)</b>	TBA
<b>Date order placed</b>	TBA

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<b>Call off Start Date</b>	20 February 2023
<b>Call-Off Expiry Date</b>	
<b>Extension Options</b>	
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	3 <sup>rd</sup> Line Wintel Systems Administrator
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	5 days per week Monday to Friday within Rota pattern of 8.00 to 4.00pm or 10 to 6.00pm
<b>Unsocial hours required – give details</b>	Attendance required if necessary, on occasional evening or weekend work.
<b>High cost area supplement details (NHS only)</b>	Not Applicable
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band (use rate card to determine this)</b>	10a Inside IR35						
<b>Fee Type</b>	Non-Patient Facing (Disclosure required)						
<b>Expenses to be paid or benefits offered</b>	DBS refund on delivery of valid certificate.						
<b>Expenses to be paid by Temporary Worker</b>	None						
<b>Charge rates</b>	<table> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> <tr> <td>██████████</td><td>██████████</td></tr> <tr> <td>██████████</td><td>██████████</td></tr> </table>	Pre-AWR	Post-AWR	██████████	██████████	██████████	██████████
Pre-AWR	Post-AWR						
██████████	██████████						
██████████	██████████						
<b>Method of payment</b>	BACS Payment						
<b>Discounts applicable</b>	None						

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	DBS
<b>State any skills, mandatory training and qualifications necessary for the role</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Qualified MCITP</li> <li>• ITIL qualified to Foundation Level</li> <li>• Strong Working knowledge of Office 365</li> <li>• Strong Working knowledge of Microsoft Azure, IaaS, SaaS and PaaS.</li> <li>• Working knowledge of Active Directory, AAD, Windows Server, Cloud Backup Solutions and Cloud Computing Principals.</li> <li>• Familiarity with and experience working to the ISO/IEC 27001 standards</li> <li>• Experience of working to tight SLA/OLA's and deadlines</li> <li>• Experience of change management process</li> </ul>

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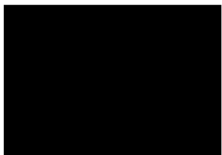
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	<ul style="list-style-type: none"><li>• Ability to apply existing knowledge to resolve issues on unfamiliar systems</li><li>• Able to gather and analyse information</li><li>• Able to determine service impacts and risks</li><li>• Able to understand and articulate complex ideas</li><li>• Logical and rational approach to problems</li><li>• Able to prepare and deliver management briefings</li><li>• Excellent written and oral communications skills and able to communicate at all levels, technical and non-technical</li></ul>
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## 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
To provide 3 <sup>rd</sup> Line Wintel Systems Support under the direction and management of the Server and Cloud Services Manager.
Job description is attached: 3 <sup>rd</sup> Line Wintel Systems administrator


## PERFORMANCE OF THE DELIVERABLES

Key Staff
  Lorien Ltd Contact details:  Email: 
  Government Legal Department Contact Details Mobile:  Email: 
Key Subcontractors
Not Applicable

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	20.2.2023	Date:	21 February 2023