

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

PRO5358 Financial Programmes and Special Projects - Finance Business Partner

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	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Nobel House, 17 Smith Square, London SW1P 3HX
Invoice Address (if different)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>copying in [REDACTED]</p> <p>Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC</p> <p>Contact number for all invoice related queries: [REDACTED]</p> <p>Please select [REDACTED]</p>

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Supplier Name	Castlefield Recruitment
Supplier Contact Number & Email address	[REDACTED]
Supplier Address	Castlefield Recruitment, York House, York Street, Manchester, M2 3BB

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	PRO5358
Date order placed	As per date of final contract signature
Call off Start Date	08/02/2022
Call-Off Expiry Date	31/03/2022
	The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice
Extension Options	None
GDPR Position	Independent Controller (default unless specified)
Job role / Title	[REDACTED]
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	38 days
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	For each resource: 14330990, [REDACTED] G7	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
[REDACTED]	[REDACTED]	[REDACTED]
Total Cost	£19000	
Method of payment	BACs	
	Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes – costs to be absorbed by the supplier

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	<p>Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: [REDACTED] We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date</p>
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	<p>From time to time, the Buyer may require that the Supplier Staff undergo mandatory compliance and regulatory training. The Buyer will provide a platform for the training and inform the Supplier of the dates by which the training is required to be completed. The Supplier will be responsible for ensuring all relevant Supplier Staff complete the training by the specified date.</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 aim of these roles is to provide support to the programme at a critical period in its development over the coming few months. The main areas of focus are:

- Development of a Business case
- Provide business partnering to all areas of the programme
- Implement new reporting structure from MaPS
- Ensure comply with the approvals process for all level of spend

To achieve this will need contractors to:

- Developing a deep knowledge of programme, their needs and priorities, looking at the bigger picture to ensure that the business understands the financial implications of decisions and available choices.
- Ensuring that the leaders of UKHSA can make decisions based on accurate financial information, by bringing business intelligence and operational knowledge to budget setting, forecasting and financial reporting.
- Building, maintaining and influencing strong relationships with key stakeholders and budget holders, within and outside of the programme.
- Providing advice to the business to ensure delivery plans are affordable and within agreed targets.
- Embedding a value for money culture within the department and supporting financial decisions through the provision of advice and challenge.
- Support the programme to manage the budget effectively, working in partnership to flag opportunities and risks early.
- Acting in an intelligent customer role to actively work with the programme to understand cost drivers and performance priorities and interpret financial implications of decision

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily

reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

PERFORMANCE OF THE DELIVERABLES

Key Staff
For each resource: 14330990, [REDACTED], G7
Key agency contact / account manager name: [REDACTED]
Key Subcontractors
None

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	03/02/2022	Date:	7th Feb 2022