**Annex 1: Order Form**

**THE SUPPLY OF NON CLINICAL TEMPORARY AND FIXED TERM STAFF**

**FRAMEWORK CONTRACT: RM6160**

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| **CONTRACTING AUTHORITY NAME** | Department for Education (DFE) |
| **CONTRACTING AUTHORITY ADDRESS** | Sanctuary Buildings 20 Great Smith Street London SW1P 3BT United Kingdom |
| **INVOICE ADDRESS (if different)** | TBC |
| **CONTACT REFERENCE** | <REDACTED> |
| **ORDER NUMBER** | TBC |
| **ORDER DATE** | 29.11.2021 |

**TO: Investigo Limited**

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| **SUPPLIER** | Investigo Limited |
| **SUPPLIER’S ADDRESS** | 10 Bishop’s Square, London E1 6EG |
| **ACCOUNT MANAGER** | <REDACTED> |

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| **PART 1: SERVICE REQUIREMENT** | |
| **PART 1.1: SERVICE AND DELIVERABLES REQUIRED:** Temporary Worker Requirements: | |
| **RM6160 LOT:** | 2 |
| **NUMBER OF ROLES REQUIRED:** | 1 |
| **NUMBER OF CVS REQUIRED:** | N/A |
| **Job Role/Title:** | Commercial Manager |
| **pay band:** | 9 |
| **Hours/Days Required:** | N/A |
| **Any unsocial hours required? (give detail) [Outside 8am to 6pm Mon to Friday]** | N/A |
| **ARE THERE ANY HEALTH AND SAFETY RISKS RELEVANT TO ROLE?** | N/A |
| **Fee Type:** | Non-Patient Facing (No Disclosure) |
| **IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)** | N/A |
| **Criminal records check** | DBS via BPSS |
| **bpss REQUIRED** | Yes, conducted by the Supplier |
| **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:** | Ability to determine routes to market  Excellent stakeholder management experience  Project management capability  Procurement and commercial expertise to deliver strategic national projects |
| **Person and Dept to whom work-seeker should report at start:** | <REDACTED> |
| **EXPENSES TO BE PAID OR BENEFITS OFFERED TO CANDIDATE:** | None, otherwise in line with DFE policy |
| **EXPENSES TO BE PAID BY CANDIDATE:** | None, otherwise in line with DFE policy |
| **aDDITIONAL REQUIREMENTS:** | N/a |
| **PART 1.2: ANCIPATED DURATION OF CONTRACT** | |
| **Commencement Date:** | 13.12.21 |
| **Anticipated End Date:** | 10.06.22 |
| **Temporary or Fixed Term Assignment:** | Temporary |
| **PART 1.3: MILESTONES AND KEY DELIVERABLES** | |
| N/A | |
| **PART 1.4: Charges Payable by Contracting Authority (including any applicable discount and method of payment e.g. Government Procurement Card or BACS):** | |
| |  |  | | --- | --- | | **Pay Rate:** £500 p/d (4 days p/w) | | | **Total Charge** | **Post-AWR** | | £563 per day + VAT | | |
| **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** | |
| N/A | |
| **PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS** | |
| N/A | |
| **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> |
| **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 |

**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:**

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| --- | --- |
| **NAME:** | <REDACTED> |
| **TITLE:** | Principal Consultant |
| **SIGNATURE:** | <REDACTED> |
| **DATE:** | <REDACTED> |

**For and on behalf of the CONTRACTING AUTHORITY:**

|  |  |
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| **NAME:** | <REDACTED> |
| **TITLE:** | Senior Category Manager |
| **SIGNATURE:** | <REDACTED> |
| **DATE:** | <REDACTED> |