

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

**Surge support; CTP Operations**  
**CCS Reference: CCZX21A19**  
**DHSC Ref: WP1471**

## 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>	Department of Health and Social Care
<b>Contracting Authority Contact</b>	<b>REDACTED</b> <b>REDACTED</b>
<b>Contracting Authority Address</b>	39 Victoria Street London SW1H 0EU
<b>Invoice Address (if different)</b>	Email: <b>REDACTED</b> for electronic submission  Or Postal invoices to: Department for Health & Social Care 39 Victoria Street London SW1H 0EU Quoting valid PO number

<b>Supplier Name</b>	Investigo Limited
<b>Supplier Contact</b>	<b>REDACTED</b> <b>REDACTED</b>
<b>Supplier Address</b>	10 Bishops Square, London, E1 6EG.

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2: Corporate Functions
<b>Order reference number (e.g. purchase order number)</b>	To be confirmed following contract commencement
<b>Date order placed</b>	As per date of final contract signature
<b>Call off Start Date</b>	15 March 2021
<b>Call-Off Expiry Date</b>	30 June 2021* <i>*The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.</i>
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Engagement Communications Lead
<b>Temporary or Fixed Term Assignment</b>	Temporary

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<b>Hours / Days required</b>	REDACTED
<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band</b>	REDACTED REDACTED	
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	None	
<b>Expenses to be paid by Temporary Worker</b>	None	
<b>Charge rates</b>	Pre-AWR	Post-AWR
<b>REDACTED Engagement Communications Lead</b>	REDACTED	REDACTED
<b>REDACTED Engagement Communications Lead</b>	REDACTED	REDACTED
<b>Method of payment</b>	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms	
<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>	Covid Critical Waivers Check
<b>State any skills, mandatory training and qualifications necessary for the role</b>	None

## **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**

<b>The requirement</b>
<p><b>Engagement/Comms Lead – x2 personnel required as named under Key Staff:</b></p> <p>Each resource will:</p> <ul style="list-style-type: none"><li>• Co-ordinate and cascade central communications to Local Authorities and regional engagement teams,</li><li>• Act as central point of contact triaging requests and co-ordinating EOI's for community collect sites, and</li><li>• Onboarding of those new Local Authorities delivering "Collect" models.</li></ul> <p>Both resources for this requirement will be doing the same role.</p> <p>Contractors will have weekly timesheets approved by relevant CTP Ops management (REDACTED)</p> <p>DHSC (the Contracting Authority) agrees that upon providing the contractor with any DHSC IT equipment, DHSC will inform the contractor such IT equipment must be returned to DHSC at the end of the assignment in the state in which it was supplied. DHSC will notify the Supplier on each occasion any DHSC IT equipment or other property is issued to a contractor during an assignment and where reasonably practicable to notify the Supplier in writing of termination of the contract before the contractor leaves their assignment. At the end of the contract (or earlier, if the contract is terminated early), the Supplier will communicate to the contractor to agree a date with DHSC (the Contracting Authority) 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 Supplier 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 Supplier until all DHSC IT equipment and property has been returned.</p> <p><b>Rates:</b> <b>REDACTED</b></p>

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<b>REDACTED</b> <b>REDACTED</b>  Supplier contact: <b>REDACTED</b>
<b>Key Subcontractors</b>
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:	14/04/2021	Date:	19/04/2021