

RM971 NON MEDICAL NON CLINICAL

PART 1 – TEMPLATE ORDER FORM

ORDER FORM

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

FROM: Department for Education

CUSTOMER	Department for Education
SERVICE ADDRESS	Sanctuary Buildings, Great Smith Street, SW1P 3BT
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: Raman Sanghera e-mail: [REDACTED]
ORDER NUMBER	
ORDER DATE	25/10/18

TO: Allen Lane Limited

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ
ACCOUNT MANAGER	Name: Lester Fernando Address: Tel: [REDACTED] E-mail: [REDACTED]

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Project Finance Services
AGENDA FOR CHANGE PAY BAND:	10
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	AA
HOURS/DAYS REQUIRED:	8 Hours per day, 4 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	None.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	No

REGULATED OR CONTROLLED ACTIVITY (ISA)?	No														
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Qualified Accountants with Government experience and experience of financial governance reviews														
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	Raman Sanghera														
POST CODE OF LOCATION WITH REQUIREMENT:	SW1P 3BT														
RM971 LOT:	Lot 4														
NUMBER OF ROLES REQUIRED:	1														
JOB ROLE/TITLE:	Project Finance Services														
AGENDA FOR CHANGE PAY BAND:	10														
ADDITIONAL REQUIREMENTS:	None														
PART 1.2: ANTICIPATED DURATION OF CONTRACT															
COMMENCEMENT DATE:	5/11/18														
ANTICIPATED END DATE:	7/12/18														
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary														
PART 1.3: MILESTONES AND KEY DELIVERABLES															
None															
PART 1.4: CHARGES PAYABLE BY CUSTOMER:															
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge for working days</th> </tr> </thead> <tbody> <tr> <td>Helen Kwok</td> <td>5/11/18</td> <td></td> <td>£17,000</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£17,000</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge for working days	Helen Kwok	5/11/18		£17,000	Total Charge (Ex. VAT)			£17,000
Name	Start Date	Rate	Total Charge for working days												
Helen Kwok	5/11/18		£17,000												
Total Charge (Ex. VAT)			£17,000												
	Pre-AWR	Post-AWR													
Pay to Worker(s)	£	£													
Total Charge	£	£													
DISCOUNTS APPLICABLE:	None														
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT															
None															
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS															
Project to help review the Financial Governance team															
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS															
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable														
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable														
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:	1. Helen Kwok
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	None
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	None

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 [(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 Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	Lester Fernando
TITLE:	Director
SIGNATURE	
DATE:	25/10/18

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	
TITLE:	
SIGNATURE:	
DATE:	