

HM 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: HM Treasury

CUSTOMER	HM Treasury
SERVICE ADDRESS	Rosebery Court, St Andrews Business park, Norwich, NR7 0HS
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: [REDACTED] Tel: [REDACTED] e-mail: [REDACTED]
ORDER NUMBER	
ORDER DATE	

TO: *[GUIDANCE NOTE: To be populated by the Contracting Body]*

SERVICE PROVIDER	Hays
SERVICE PROVIDER'S ADDRESS	
ACCOUNT MANAGER	Name: [REDACTED] Address: [REDACTED] Tel: [REDACTED] E-mail: [REDACTED]

PART 1: SERVICE REQUIREMENT	
<i>[GUIDANCE NOTE: Contracting Bodies Service requirements to be inserted in below]</i>	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	3 & 4
NUMBER OF ROLES REQUIRED:	Dependent on demand during contract life
JOB ROLE/TITLE:	HMT Range B = Band 4 (11) and Range C = Band 5 (16)
AGENDA FOR CHANGE PAY BAND:	
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	
HOURS/DAYS REQUIRED:	Mon – Fri (8 hours)
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	
FEE TYPE:	
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	
HIGH COST AREA SUPPLEMENT?	
REGULATED OR CONTROLLED ACTIVITY (ISA)?	

SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Skills, Training and Qualifications will be role dependent and specified on individual job descriptions.	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	Hiring Manager	
POST CODE OF LOCATION WITH REQUIREMENT:	NR7 0HS	
RM971 LOT:		
NUMBER OF ROLES REQUIRED:		
JOB ROLE/TITLE:		
AGENDA FOR CHANGE PAY BAND:		
ADDITIONAL REQUIREMENTS:		
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	1 st April 2017	
ANTICIPATED END DATE:	31 st March 2021	
TEMPORARY / FIXED TERM ASSIGNMENT:	Demand Lead	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
Response time to initial request		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
As per schedule 3		
	Pre-AWR (Range B)	Pre-AWR (Range C)
Pay to Worker(s)	£ [REDACTED] per hour	£ [REDACTED] per hour
Total Charge	£ [REDACTED] per hour	£ [REDACTED] per hour
DISCOUNTS APPLICABLE:	Prompt Payment discount Introducing candidate discount/waiver	
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
Must have a purchase order quoted per assignment Timesheet must be signed off by line manager Invoice addressed to Finance team in Norwich and not hiring managers Correct hourly rate as well as purchase order must be quoted on the invoice		
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS		
Temporary workers need to have satisfied the BPSS (Baseline Personnel Security Standard) prior to commencing assignment. HM Treasury will provide the supplier with a copy of our Criminal Records Declaration (CRD) and Nationality Immigration Status (NIS) forms to be completed by successful applicant. All temporary workers will need to undergo NSV (National Security Vetting) for any post within HM Treasury (CTC or SC requirement) dependent on nature of the role. One purchase order per assignment. Ability to terminate contract before end date. Invoice to be paid by BACS, not allowed to accept government procurement cards.		
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS		
<i>[GUIDANCE NOTE: This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2006]</i>		
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:		
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:		
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES		

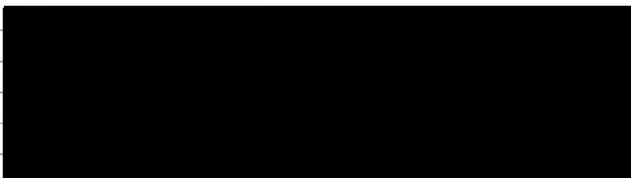
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	

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:	
TITLE:	
SIGNATURE:	
DATE:	

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	
TITLE:	
SIGNATURE:	
DATE:	