**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | Belfast Metropolitan College |
| **Contracting Authority Contact** | **[Redacted]** |
| **Contracting Authority Address** | Belfast Metropolitan College,  121 – 153 Millfield,  Belfast,  BT1 1HS. |
| **Invoice Address**  **(if different)** | Finance Department,  Belfast Metropolitan College,  121 – 153 Millfield,  Belfast,  BT1 1HS. |

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| **Supplier Name** | Randstad Solutions Limited |
| **Supplier Contact** | **[Redacted]** |
| **Supplier Address** | 450 Capability Green,  Luton,  Bedfordshire,  LU3 3LU |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | 1 |
| **Call-Off (Order) Ref** | Lot 1: CCHR20A29 |
| **Maximum Contract Value** | £4,250,000 Ex-vat |
| **Order Date** | 26/11/2020 |
| **Call off Start Date** | 2611/2020 |
| **Call-Off** **Expiry Date** | 15/11/2023 |
| **Extension Options** | 2 Additional Years |
| **GDPR Position** | Independent Controller (default unless specified) |
| **Number of roles required:** | There is no cap on the number of roles required. |
| **Number of CV’s required:** | There is no cap on the number of CV’s required. |
| **Job role / Title** | Requested job roles and titles to be confirmed on individual placements. |
| **Temporary or Fixed Term Assignment** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Hours / Days required** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Unsocial hours required – give details** | To be confirmed on individual placements, not applicable to the overarching contract. |
| [**High cost area supplement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details** | None |
| **Immunisation requirements? (Fee type 1 only)** | To be confirmed on individual placements, not applicable to the overarching contract. |

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| **Pay band** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Fee Type** | 1. Non-Patient Facing (Disclosure) 2. Non-Patient Facing (No Disclosure) |
| **Expenses to be paid or benefits offered** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Expenses to be paid by Temporary Worker** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Charge rates** | Please see the attached charge rates at Annex B.  Please note all other parts that make up a charge rate on the CCS rate card (ENIC, App Levy, Pension etc.) will be calculated as per current regulations at time of placement. |
| **Method of payment** | To be confirmed between Contacting authority and Supplier post award. |
| **Discounts applicable** | Not applicable. |

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| **Criminal records check** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **BPSS required** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **State required clearance and background checking** | To be confirmed on individual placements, not applicable to the overarching contract. |
| **Skills, mandatory training and qualifications necessary for the role** | To be confirmed on individual placements, not applicable to the overarching contract. |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the [Framework Specification](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Framework-Specification-v1.0.pdf), the Statement of Requirement within the bid pack (Annex A) and supplier bid submission (Annex B). |

**Annex A - Statement of Requirements**

# PURPOSE

## Belfast Met (BMC) aims to establish an agreement for the provision of Temporary Agency Workers across the College, over the contract term for fixed period/s of time to be agreed at the time of the worker/s engagement.

## **[Redacted]**

**Annex B - Supplier Submission**

**[Redacted]**

**Price Submission**

**[Redacted]**

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| **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: | 20/11/2020 | Date: | 09-12-20 |