



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	T3683

CONTRACTOR	IT Talent Solutions Ltd
SERVICE ADDRESS	IT Talent Solutions Ltd Advantage 83-87 Castle Street Reading RG1 7SN
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	User Researcher
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 User researcher updated 190719 Fin
IR35 ASSESSMENT	 IR35 Result (2).pdf
COMMENCEMENT DATE	29 July 2020
END DATE	27 November 2020 – A maximum of 92 days, unless otherwise agreed in writing between both parties.
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

PART 3 : FEES / CHARGES

i) DAILY CHARGE RATE APPLICABLE

Pay Rate	WTD	Premium	Contractor Fee	Agency fees per day Cost	Total day rate	Total Charge
			£ 550.00	£50	£600.00	£55,200 for 92 days

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and
Subsistence Rates.doc

PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@sscl.gse.gov.uk
PURCHASE ORDER NO. (to be quoted on all invoices)	TBC

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature

Name in Capitals

Position DIRECTOR

Date 29/7/20

Duly authorised to sign on behalf of

IT Talent Solutions Ltd

Advantage, 83-87 Castle Street, Reading, RG1 7SN

Signature

Name in Capitals

Position

Date 31 July 2020

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS