Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

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

# WP 1075 CCZX21A17 – Interim Financial Analyst Support Contract

 1

## 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.

|  |  |
| --- | --- |
| Contracting Authority Name  | Department of Health and Social Care (DHSC)  |
| Contracting Authority Contact  | REDACTED  |

|  |  |
| --- | --- |
| Contracting Authority Address    | REDACTED |
| Invoice Address (if different)  | N/A  |

|  |  |
| --- | --- |
| Supplier Name  | Hunter Healthcare Resourcing Limited  |
| Supplier Contact  | REDACTED |
| Supplier Address    |  REDACTED |

|  |  |
| --- | --- |
| Framework Ref  | RM6160: Non Clinical Temporary and Fixed Term Staff  |
| Framework Lot  | Lot 2: Corporate Functions  |
| Order reference number (e.g. purchase order number)  | WP 1075  |
| Date order placed  |  As per date of final contract signature  |
| Call off Start Date  | 16/03/2021  |
| Call-Off Expiry Date  | 16/04/2021  The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week’s notice.  |
| Extension Options  | None  |
| GDPR Position  | Independent Controller  |
| Job role / Title  | SEO Financial Analyst  |

|  |  |
| --- | --- |
| Temporary or Fixed Term Assignment  | Temporary   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hours / Days required  |  |  Role  | Rate  | Units required  | Discount applied  |  |
|   |   |   |   |
| Charged days  |   |   |
|   |   |   |
| T&T8040 RAB: 20/01/21 SEO Financial Analyst May Leow Start date: 16/03/21 End date: 16/04/21  | 620.15  | 23  |   |
|   |   |   |
|   |
| Investment Days (not charged)  |   |   |
|   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  | Total excl. VAT  |   | £14,263.45  |   |  |
|   |   |   |   |
|   |  | Contractor has PAYE status via an umbrella company therefore IR35 does not apply.  |  |
|   |
| Unsocial hours required – give details  | N/A  |
| High cost area supplement details (NHS only)  | N/A  |
| Immunisation requirements? (Fee type 1 only)  | N/A  |

|  |  |
| --- | --- |
| Pay band (use rate card to determine this)  | Supplier to Confirm: T&T8040, May Leow, SEO Financial Analyst, 10B  |
|   |
| Fee Type  | Non-Patient Facing (No Disclosure required)  |
| Expenses to be paid or benefits offered  | None  |
| Expenses to be paid by Temporary Worker  | None  |
| Charge rates    | Pre-AWR  | Post-AWR  |
| May Leow  | N/A  | £ 620.15  |
| Method of payment   | BACS Monthly or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms  |
| Discounts applicable  | None  |

|  |  |
| --- | --- |
| Criminal records check required  | Yes  |
| BPSS required  | Yes   |
| State any other required clearance and/or background checking  | None  |
| State any skills, mandatory training and qualifications necessary for the role  | None  |

CALL-OFF INCORPORATED TERMS

Please see Annex 1 - RM6160-Full-Terms-and-Conditions.

### CALL-OFF DELIVERABLES

|  |
| --- |
| The requirement  |
| The candidate will support the current team at Mega Labs. Responsibilities include: * Support with spend analysis
* Support with managing budget models
* Support the PO and invoicing process
* Support in developing E2E finance processes for the Lab
* Responsibility for a specific area of the P2P Process
* Support to Leamington Spa Finance Director to set up reporting and specific pieces of analysis

 Mega Labs is building a lab from scratch, everything from the test equipment through to consumable and staff. We currently have a very small team that will have to process a lot of POs and invoices and need to put in the right controls to manage everything. The candidate will be responsible for specific outputs as outlined by the FBP and Leamington Spa Finance function. They will need to report progress against requirements on a daily basis at the team stand up meetings. They will also support the FBP team in standing up the Leamington Spa lab in line with the programme plan.  The candidate will be expected to hand over any work and responsibility to the Leamington Spa team when they are fully operational. Any reporting and analysis will be transitioned over to the BAU team.  Reporting and Monitoring requirements – all personnel resources * The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
* Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

  At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC 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 agency 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 agency until all DHSC IT equipment and property has been returned.’   |

|  |  |
| --- | --- |
| Any additional requirements will be unlikely.   |   |
|   | Role  | Rate  | Units required  | Discount applied  |   |
|   |   |   |   |
| Charged days  |   |
|   |   |
| T&T8040 RAB: 20/01/21 SEO Financial Analyst May Leow Start date: 16/03/21 End date: 16/04/21  | 620.15  | 23  |   |
|   |   |   |
|   |
| Investment Days (not charged)  |   |
|   |   |
|   |   |   |   |
|   |   |   |   |
|  | Total excl. VAT   |    | £14,263.45   |    |  |
|   | Contractor has PAYE status via an umbrella company therefore IR35 does not apply.   |   |
|    |

### PERFORMANCE OF THE DELIVERABLES

|  |
| --- |
| Key Staff  |
| REDACTED  |
| Key Subcontractors  |
| N/A  |

|  |  |
| --- | --- |
| 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:  |   | Date:  |  19/04/21 |