

RM971 NON MEDICAL NON CLINICAL

PART 1 – TEMPLATE ORDER FORM

**GUIDANCE NOTE:**

The Order Form should include all the project specific details of the Call-off Contract. All details that are requirement specific or specific to the Contracting Body will be included in the Order Form. When signed this Order Form becomes a legally binding contract incorporating the terms and conditions of the Call-Off Contract

**ORDER FORM**

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

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

<b>CUSTOMER</b>	Defra-project 25597
<b>SERVICE ADDRESS</b>	Nobel House 17 Smith Square London SW1P 3JR
<b>INVOICE ADDRESS(if different)</b>	SSC, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ
<b>CONTACT REFERENCE</b>	[REDACTED]
<b>ORDER NUMBER</b>	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
<b>ORDER DATE</b>	[REDACTED]

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

<b>SERVICE PROVIDER</b>	Badenoch and Clark
<b>SERVICE PROVIDER'S ADDRESS</b>	Millennium Bridge House, 2 Lambeth Hill, London EC4V 4BG
<b>ACCOUNT MANAGER</b>	[REDACTED]
<b>PART 1: SERVICE REQUIREMENT</b>	[REDACTED]
[GUIDANCE NOTE: Contracting Bodies Service requirements to be inserted in below]	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b>	Temporary Worker Requirements:
<b>RM971 LOT:</b>	4
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>JOB ROLE/TITLE:</b>	Finance Profession Support SEO
<b>AGENDA FOR CHANGE PAY BAND:</b>	[REDACTED]
<b>AGENDA FOR CHANGE PAY POINT:</b>	n/a

<b>(LOWEST WITHIN AFC PAY BAND (UNLESS STATED))</b>		Full time
<b>HOURS/DAYS REQUIRED:</b>		No
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)</b> [OUTSIDE 8AM TO 6PM MON TO FRIDAY]		No
<b>FEE TYPE:</b>		1. Non-Patient Facing (No Disclosure)
<b>IMMUNISATION REQUIREMENTS</b> (FEE TYPE 1 ONLY)		N/A
<b>DBS REQUIRED</b> (FEE TYPE 1 AND 2 ONLY)		1. Basic
<b>HIGH COST AREA SUPPLEMENT?</b>		1. None
<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>		As per Job Description supplied
<b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>		As per Job Description supplied
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>		
<b>POST CODE OF LOCATION WITH REQUIREMENT:</b>		SW1P 3JR
<b>RM971 LOT:</b>		5
<b>NUMBER OF ROLES REQUIRED:</b>		1
<b>JOB ROLE/TITLE:</b>		Finance Profession Support SEO
<b>AGENDA FOR CHANGE PAY BAND:</b>		[REDACTED]
<b>ADDITIONAL REQUIREMENTS:</b>		[GUIDANCE NOTE: Service Level Agreement etc]
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>		
<b>COMMENCEMENT DATE:</b>	21/01/2019	
<b>ANTICIPATED END DATE:</b>	21/05/2019	
<b>TEMPORARY / FIXED TERM ASSIGNMENT:</b>	Temporary Term Assignment	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>		
As agreed with Assignment Manager		
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>		
[GUIDANCE NOTE: This should not be substantially of materially different from the Charges set out in Schedule 3 to the Framework Agreement]		
<b>Pre-AWR</b>		<b>Post-AWR</b>
<b>DISCOUNTS APPLICABLE:</b>		
[GUIDANCE NOTE: Volume/Prompt Payment/Introducing Candidate]		
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>		
[GUIDANCE NOTE: Completion of an assignment checklist by Service Provider]		
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>		
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>		
[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]		
<b>PART 3.1: SUPPLEMENTAL</b>		

NAME:	
TITLE:	
SIGNATURE:	
DATE:	

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	
TITLE:	
SIGNATURE:	
DATE:	

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

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.

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:	