

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: Cabinet Office

CUSTOMER	Cabinet Office
SERVICE ADDRESS	100 Parliament Street, Westminster, London, SW1A 2NP
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	
ORDER DATE	21/2/19

TO: Allen Lane Limited

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ
ACCOUNT MANAGER	Name: REDACTED Address: Tel: REDACTED E-mail: REDACTED

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
NUMBER OF ROLES REQUIRED:	2
JOB ROLE/TITLE:	Interim SR Strategic Planning & Project Services
AGENDA FOR CHANGE PAY BAND:	10
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	AA
HOURS/DAYS REQUIRED:	8 Hours per day, 5 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	None.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	No
REGULATED OR CONTROLLED ACTIVITY (ISA)?	No

SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Senior business professionals with experience in delivering strategy services in a Finance or Project Capacity in a Government environment																		
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTD																		
POST CODE OF LOCATION WITH REQUIREMENT:	REDACTED																		
RM971 LOT:	Lot 4																		
NUMBER OF ROLES REQUIRED:	2																		
JOB ROLE/TITLE:	Interim SR Strategic Planning & Project Services																		
AGENDA FOR CHANGE PAY BAND:	10																		
ADDITIONAL REQUIREMENTS:	None																		
PART 1.2: ANTICIPATED DURATION OF CONTRACT																			
COMMENCEMENT DATE:	20/3/19																		
ANTICIPATED END DATE:	16/10/19																		
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary																		
PART 1.3: MILESTONES AND KEY DELIVERABLES																			
The Civil Service Group are developing functional advice to support their thinking on the upcoming Spending Review and looking for capability in conducting a series of workshops with four departments to take place in March/April in order to inform thinking on both Single Departmental Plans and SR planning. Planning is needed to develop and coordinate business cases for investment and the overarching narrative and prioritisation approach across functional areas. Resource is needed urgently in order to generate and develop evidence packs for use at Perm Sec-chaired sessions and to support in follow up.																			
PART 1.4: CHARGES PAYABLE BY CUSTOMER:																			
<i>It is the viewpoint of the contracting authority that the candidate below is out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>																			
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge for 6 months (120 working days)</th> </tr> </thead> <tbody> <tr> <td>REDACTED</td> <td>20/3/19</td> <td>REDACTED</td> <td>REDACTED</td> </tr> <tr> <td>REDACTED</td> <td>20/3/19</td> <td>REDACTED</td> <td>REDACTED</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£192,000</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge for 6 months (120 working days)	REDACTED	20/3/19	REDACTED	REDACTED	REDACTED	20/3/19	REDACTED	REDACTED	Total Charge (Ex. VAT)			£192,000
Name	Start Date	Rate	Total Charge for 6 months (120 working days)																
REDACTED	20/3/19	REDACTED	REDACTED																
REDACTED	20/3/19	REDACTED	REDACTED																
Total Charge (Ex. VAT)			£192,000																
	Pre-AWR	Post-AWR																	
Pay to Worker(s)	REDACTED	REDACTED																	
Total Charge	REDACTED	REDACTED																	
DISCOUNTS APPLICABLE:	None																		
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT																			
None																			
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS																			
	Milestone/Deliverable	Description	Timeframe or Delivery Date																
	1	Prepare presentation and background materials for 2 diagnostic sessions running to mid-April, with submission of packs 10																	

	days in advance, facilitation of sessions on the day and provision of minutes. Provide support to diagnostic session planned 25/03, supporting facilitation and provision of minutes.	By mid-April
2	Develop framework for planning across functional areas ahead of SR	April/May
3	Prepare for wider review sessions to inform SR planning	May/June
4.	Provide support to CSG in preparing robust cases for change and scrutinizing and challenging returns ahead of and during SR process.	TBA – June onwards

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS

PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:

Not Applicable

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:

Not Applicable

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:

1. REDACTED
2. REDACTED

PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:

None

PART 5: CONFIDENTIAL INFORMATION

PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:

None

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:	REDACTED
TITLE:	REDACTED
SIGNATURE	REDACTED
DATE:	REDACTED

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED