

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 for Business, Energy & Industrial Strategy
Contracting Authority Contact	Name: REDACTED Tel: REDACTED E-mail: REDACTED
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.uksbs.co.uk

Supplier Name	Allen Lane Limited
Supplier Contact	Name: REDACTED Tel: REDACTED E-mail: REDACTED
Supplier Address	33 King Street, St. James's, London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS21417
Order Date	30/07/2021
Call off Start Date	01/07/2021
Call-Off Expiry Date	30/09/2021
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Business Case Specialist
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time- Mon-Fri / Maximum of 65 working days
Unsocial hours required – give details	N/A
High cost area supplement details	None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	10A
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Order Form Template (Short Form)

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Fee Type	N/A		
Expenses to be paid or benefits offered	N/A		
Expenses to be paid by Temporary Worker	N/A		
Charge rates	Pre-AWR		Post-AWR
	£ REDACTED (/Day)		£ REDACTED (/Day)
	The total contract value shall not exceed £ REDACTED excluding VAT, as per the breakdown below;		
	Name	Start Date	Rate (per day)
	REDACTED	01/07/2021	£ REDACTED
		Total Charge (End date stated)	£ REDACTED (30/09/2021)
	<i>It is the viewpoint of the contracting authority that the candidate above is in scope of the intermediaries' legislation (IR35). All workers are subject to 5 working days' notice period.</i>		
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.</p> <p>Invoices will be issued weekly with charges as per the Framework Agreement. The Contracting Authority confirms that the pay to the Temporary Worker will reflect the comparator rate under AWR and full holiday entitlement from day 1 of the assignment of 33 days excluding bank holidays.</p> <p>Invoice to include purchase order number and contract reference shall be sent to finance@services.uksbs.co.uk.</p>		
Discounts applicable	N/A		

Criminal records check	Yes - BPSS
BPSS required	Yes
State required clearance and background checking	None
Skills, mandatory training and qualifications necessary for the role	Skills held by the named candidates

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** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<ul style="list-style-type: none"> • Service for a team to implement a project management office for the Delivery Transformation Project • Development and implementation of standardised reporting templates for the project team and all relevant stakeholders • Development of specialised reports for tracking KPIs which captures all relevant project data • Development and implementation of communication strategy to relevant stakeholders • Set up appropriate governance function including establishing and maintaining agreed PMO standards • Training of PMO and tools usage to relevant stakeholders

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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	