

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

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

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, and Industrial Strategy
Contracting Authority Contact	██████████ Email: ████████████████████
Contracting Authority Address	1 Victoria Street, London, SW1H 0ET
Invoice Address (if different)	██ ██████████

Supplier Name	Hays Specialist Recruitment Ltd
Supplier Contact	██████████ ████████████████████
Supplier Address	4 th Floor, 20 Triton Street, London, NW1 2AF

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	TRN PRJ_619
Date order placed	30/09/2022
Call off Start Date	01/10/2022
Call-Off Expiry Date	31/03/2023
Extension Options	N/A
GDPR Position	Independent Controller
Job role / Title	Dynamics/Power Platform Consultant
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	8 hours per day/5 days per week

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Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10A						
Fee Type	2. Non-Patient Facing (Disclosure required)						
Expenses to be paid or benefits offered	n/a						
Maximum value of call-off contract	The total contract value shall not exceed £97,500 excluding VAT.						
Charge rates	<table border="1"> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </table>						
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 upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to [REDACTED]</p>						
Discounts applicable							

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	SC
State any skills, mandatory training and qualifications necessary for the role	

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.

BUYER SPECIFIC AMENDMENTS TO THE CALL-OFF INCORPORATED TERMS

i. Where a Fixed Term Assignment will be placed with the Contracting Authority under this Agreement, Framework Schedule 1 Clause 5.3.5 and Clause 5.3.6 shall not apply.

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i ii. The Parties agree that for the fulfilment of Framework Schedule 1 (Specification) Clause 11.2 it is sufficient where the Supplier will show the Charges and hours worked on each invoice issued.

i iii. Joint Schedule 1 (Definitions) Clause 1.4 "Temporary Work-Seeker" shall apply "b) Any worker supplied to a Contracting Authority under this Framework Contract on a temporary basis, by a Supplier acting as an Employment Business, being a person who carries on business of their own account, through a limited company

or otherwise and who works under supervision and direction of the Contracting Authority"

i iv. For the avoidance of doubt the Parties agree that Core Terms Clause 4.11 does not prevent the Supplier from raising genuine queries in relation to invoices or from working with CCS or the Contracting Authority to resolve invoicing issues.

CALL-OFF DELIVERABLES

The requirement
<p>The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period</p> <p>The Supplier will provide a Temporary Worker to perform an Assignment as above.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
N/A

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	