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

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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	Secretary of State for Health and Social Care acting as part of the
Name	Crown
	Oscar number:
Contracting Authority	Authoriser:
Contact	Tel:
	Email:
Contracting Authority	Department of Health and Social Care
Address	39 Victoria Street
	Westminster
	Victoria
	London
	SW1H 0EU
Invoice Address	
(if different)	

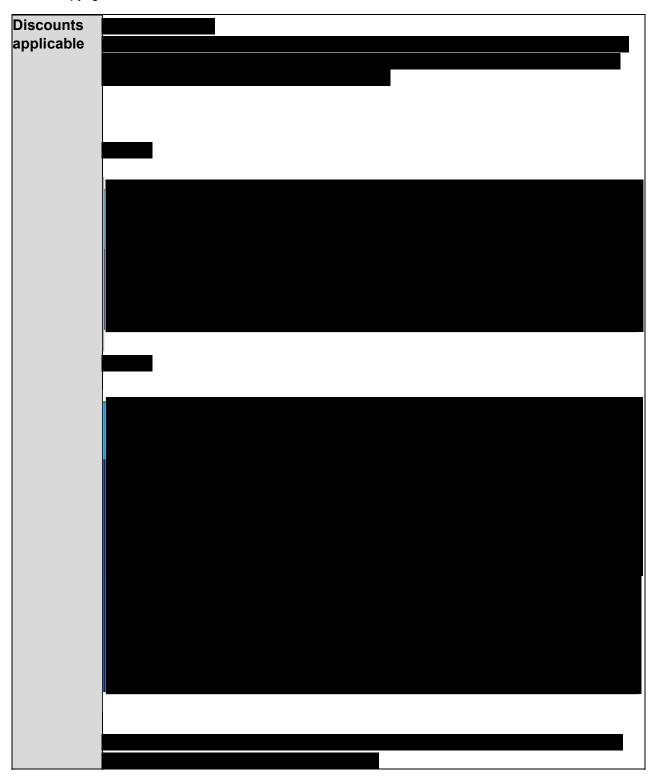
Supplier Name	Hays Specialist Recruitment Limited		
Supplier Contact			
Supplier Address	4th Floor, 20 Triton Street, London, NW1 3BF		

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff	
Framework Lot	Lot 2	
Call-Off (Order) Ref		
Order Date	12/01/2023	
Call off Start Date	23/01/2023	

Call-Off Expiry Date	28/07/2023
Extension Options	To be agreed
GDPR Position	Independent Controller
Job role / Title	Purchase Ledger
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	37
Unsocial hours required – give details	As agreed at point of supply
High cost area supplement details	1. None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	1. Basic
Immunisation requirements? (Fee type 1 only)	None

Pay band	Band 5		
Fee Type	2. Non-Patient Facing (Disclosure)		
Expenses to be paid or benefits offered	N/A		
Expenses to be paid by Temporary Worker	TBC		
Charge	Pre-AWR	Post-AWR	
rates			
Total			
Contract			
Value			

Method of	
payment	



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

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CALL-OFF INCORPORATED TERMS

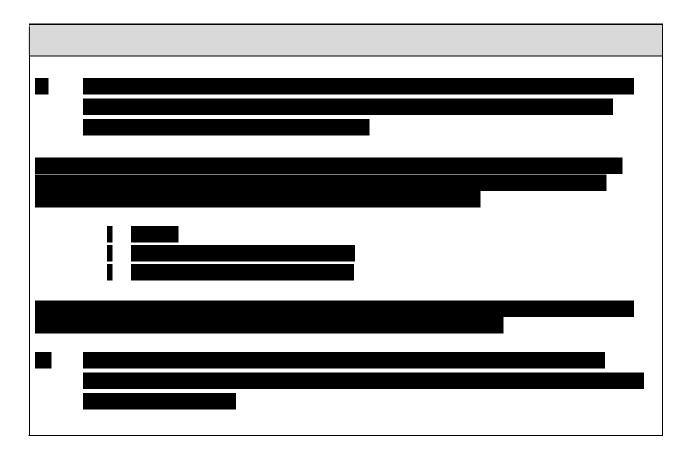
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the Non Clinical Temporary and Fixed Term Staff web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

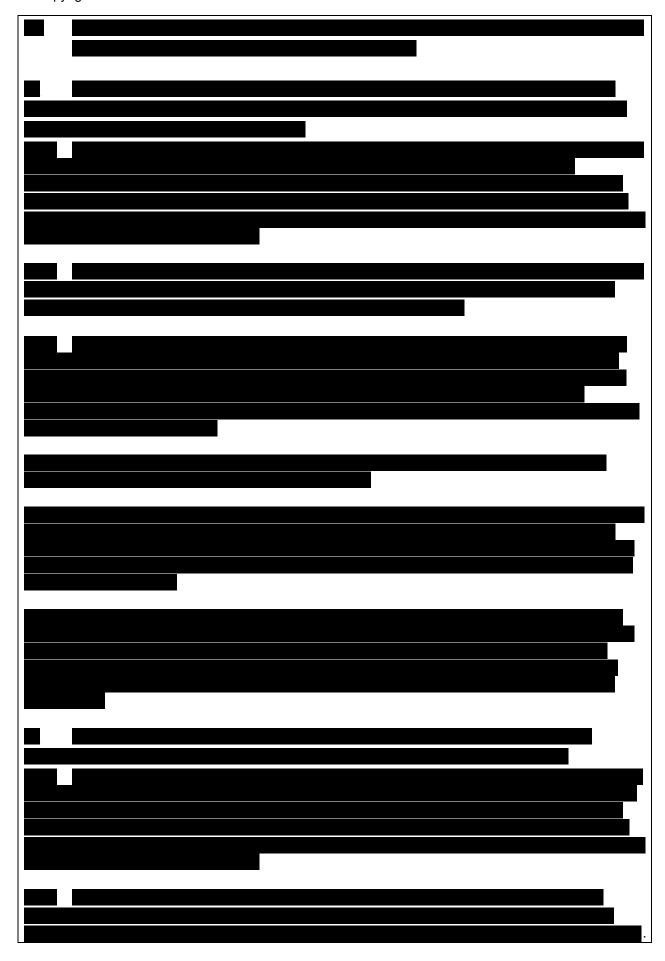
The requirement				
The Supplier will provide a Temporary Worker to perform the Assignment as detailed above				

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VARIATIONS TO CALL-OFF TERMS AND CONDITIONS



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PERFORMANCE OF THE DELIVERABLES

Key Staff
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:	13/1/2023	Date:	17/1/2023