

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 of Health and Social Care
Contracting Authority Contact	[REDACTED] [REDACTED] [REDACTED]
Contracting Authority Address	Finance Directorate Accounts Branch Room 2NWB Quarry House Leeds
Invoice Address (if different)	[REDACTED]

Supplier Name	Robertson Bell
Supplier Contact	[REDACTED]
Supplier Address	Euston House, 24 Eversholt Street, London NW1 1AD

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	
Order Date	
Call off Start Date	TBC
Call-Off Expiry Date	
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

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Number of roles required:	1
Number of CV's required:	
Job role / Title	Interim EO Finance Officer
Temporary or Fixed Term Assignment	[GUIDANCE NOTE: Fixed term on Contracting Authority's Payroll]
Hours / Days required	37
Unsocial hours required – give details	
High cost area supplement details	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	

Pay band	6
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)
Expenses to be paid or benefits offered	n/a
Expenses to be paid by Temporary Worker	n/a
Charge rates	
Method of payment	
Discounts applicable	

Criminal records check	
BPSS required	Yes
State required clearance and background checking	
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.

CALL-OFF DELIVERABLES

The requirement
[Guidance: Insert details of your requirement here].
Budget Management This may include: <ul style="list-style-type: none">• Any variation from the standard framework terms• Specialist knowledge requirements• Specific invoicing requirements• Specific service level agreements (SLA)• Specialist management information required.• Any specific health and Safety risks relevant to the role
Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period
For further details about what can and cannot be included here please email - [REDACTED]

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:	
[REDACTED]			
Date:	18/09/20	Date:	28/09/2020