

RM3711 MULTIDISCIPLINARY TEMPORARY HEALTHCARE PERSONNEL

FRAMEWORK SCHEDULE 4

ORDER FORM AND CALL OFF TERMS

PART 1 – ORDER FORM

When signed, this Order Form becomes a legally binding contract incorporating the terms and conditions of the Call-Off Contract.

A. ORDER FORM

MULTIDISCIPLINARY FRAMEWORK AGREEMENT: RM3711

CONTRACTING AUTHORITY	<i>THE SECRETARY OF STATE FOR WORK AND PENSIONS (the "Contracting Authority") acting as part of the Crown.</i>
SERVICE ADDRESS	Department for Work and Pensions Commercial Directorate (Health Services) 4 th Floor , Room 4S25 Quarry House Quarry Hill Leeds LS2 7UA
INVOICE ADDRESS(if different)	<i>Sopra Steria Department for Work and Pensions 3rd Floor, Companies House, Crown Way, Maindy, Cardiff CF14 3UW apinvoices-dwp-u@sscl.gse.gov.uk</i>
CONTACT REFERENCE	Contact Point; [REDACTED] Tel: [REDACTED] e-mail: [REDACTED]
ORDER NUMBER	DWP Project Ref: 20207
ORDER DATE	04th October 2017
SERVICE PROVIDER	Sanctuary Personnel Ltd
SERVICE PROVIDER'S ADDRESS	Willis Building, 15 Friars Street, Ipswich, Suffolk, IP1 1TD
ACCOUNT MANAGER	[REDACTED]

PART 1: SERVICE REQUIREMENT		
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements : Supply the specified volume of Temporary Workers (Occupational Therapist or Physiotherapist) a set out in schedule 2 ,with at least the minimum specified qualifications, experience, competencies and skills, to the specified timescales.		
NUMBER OF ROLES REQUIRED:	As called off during the Contract Term to meet the requirement of the proof of concept. Volumes may vary as detailed in the specification paragraph 9.2	
TYPE OF SERVICES REQUIRED	Occupational Therapist or Physiotherapist Social Care <input type="checkbox"/>	
ADDITIONAL REQUIREMENTS:	As required by the Contracting Authority.	
PART 1.2: ANCIPTED DURATION OF CONTRACT	6 months	
COMMENCEMENT DATE: 26TH OCTOBER 2017		
ANTICIPATED END DATE:	26 th April 2017	
PART 1.3: MILESTONES AND KEY DELIVERABLES	As required by the Contracting Authority and as set out in the specification.	
PART 1.4: CHARGES PAYABLE BY CONTRACTING AUTHORITY (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
Please refer to Schedule 3 Annex 1 pricing schedule, which is in line with the framework agreement to include the worker pay rates, WTR and ENIC which would be applicable according to the framework agreement pricing schedule.		
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
Invoice validation information to be in specified format as requested by the Contracting Authority.		
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS		
As specified in the order form and call off order terms and conditions Schedule 2.		
 Specialist Advice Specification V2.0 pdf		
PART 3: ADDITIONAL REQUIREMENTS		
This means any additional requirements in the Call Off Schedule 1-14		
Schedule 1	Definitions	None
Schedule 2	Refers to Specification	 Specialist Advice Specification V2.0 pdf
Schedule 3	Call off Contract Charges, Payment and invoicing	[purchase order number to be advised by the

		<p>Contracting Authority].</p> <p>Charges, Payment and Recovery of Sums Due. The Supplier shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Services supplied in the invoice period. In consideration of the supply of the Services by the Supplier, the Customer shall pay the Supplier the invoiced amounts no later than 30 days after receipt of a valid invoice which includes a valid Purchase Order Number. Please see Part 5 of the Specification for full details.</p>
Schedule 4	Refers to Implementation Plan	<p>Implementation Plan must cover the Contract Term and detail all key activities, dates and associated resources.</p> <p>Contracting Authority obligations are as follows and as set out in the specification:</p> <ul style="list-style-type: none"> Deliver one Induction Training Day to Temporary Workers and Supplier representatives on 26 October 2017 or earlier if possible and agreed by both parties. • Provide material from Induction Training Day to the Supplier to enable the Supplier to deliver future training to new Temporary Workers.

		Block book the required Temporary Worker hours for the Contract Term during the Implementation period.
Schedule 5	Refers to Testing	None
Schedule 6	Refers to Service Levels, Service Credits and Performance Monitoring	<p>7.1a The Service Cap shall be 10% of the Estimated Call Off Contract Charges for the Contract Period.</p> <p>7.1b Not Used. Additional Service Levels/Service Credits attached: ANNEX 1 to PART 1:</p> <p> SERVICE LEVELS AND SERVICE CREDIT</p> <p>PART B Paragraph 8.2: The monitoring and reporting process shall be provided to the Contracting Authority by the Supplier within 15 Working Days of the Call Off Commencement Date. ANNEX 1 to PART B: Additional MI requirement: Reasonable ad-hoc requests – within 5 Working Days of receipt of the request from the Contracting Authority.</p>
Schedule 7	Refers to additional Standards	None
Schedule 8	Refers to Security	<p>Additional Security Requirements:</p> <p> Security Schedule.docx</p>
Schedule 9	Refers to BCDR plan	None
Schedule 10	Refers to Exit Management	None
Schedule 11	Refers to transfer of Staff	None
Schedule 12	Refers to Dispute Resolution Procedure	None
Schedule 13	Refers to Variation Form	None
Schedule 14	Refers to Additional Clauses	None

Schedule 15	Refers to Ministry Defence Contracts	None
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	The Service to be delivered in line with the Specification, Order Form and Call Off Terms and Conditions.	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:		
Full List of key contacts to be provided at implementation stage to include, account managers and all key decision making personnel for this contract.		
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	No Subcontractors	
PART5: CONFIDENTIAL INFORMATION	COMMERCIALY SENSITIVE INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:		
Any information relating to pay rates and fees will be deemed commercially sensitive.		

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Contracting Authority Contracting Authority to provide to the Contracting Authority 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 Contracting Authority .

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	[REDACTED]
TITLE:	Director
SIGNATURE:	[REDACTED]
DATE:	06/10/2017

FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:

NAME:	[REDACTED]
TITLE:	Associate Commercial Specialist
SIGNATURE:	[REDACTED]
DATE:	10/10/2017

