

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

Resource Supply for Validation & Clinical Support Service

Contract Reference: CCZX21A25

Order Form

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
Contracting Authority Address	Department of Health and Social Care 39 Victoria Street London SW1H 0EU England
Invoice Address (if different)	Email: REDACTED@nhs.net for electronic submission Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

Supplier Name	MLC Partners
Supplier Contact	REDACTED
Supplier Address	10 Greycoat Place London SW1P 1SB England

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 Corporate Functions
Order reference number (e.g. purchase order number)	TBC
Date order placed	TBC
Call off Start Date	1 st of April 2021
Call-Off Expiry Date	30th of September 2021 The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	Validation and Clinical Support Role (SEO Level)
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	130
Unsocial hours required – give details	Not Applicable

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High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not applicable

Pay band (use rate card to determine this)	T&T8329 SEO Level, Band 9	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	£ REDACTED	£ REDACTED
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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 National Testing and Supplies team is seeking to appoint a number of key roles to support the Covid19 testing programme. The Testing and Supplies Team is responsible for sourcing swab kits and consumables across Pillar 1 (NHS Trusts) and Pillar 2 (Home and Satellite testing). The work of the team covers sourcing, validation and allocation of new products. We are seeking an individual with strong programme management skills who can support the Pillar 1 validation process and the Quality Team. They require a good technical knowledge of Labs and Consumable technologies with experience in product validation and regulatory requirements. The main job responsibilities include:-

- To facilitate and manage the pillar 1 validation process on behalf of the sourcing team.
- Working closely with NHS labs which make up the Clinical Reference Group and the pillar 2 validation team.
- A key part of the role is advising and updating the sourcing and allocations team on the status of ongoing validations and responding to demand to validate new products as required.

Key responsibilities:

1. Working with the sourcing and allocations team to identify products requiring validation based on the winter plan and moonshot requirements
2. Facilitate the validation of new products and combinations with participating labs. This includes scoping the validation study, facilitation of sample delivery, monitoring progress and collating reports
3. Chair and provide secretariat for the weekly Clinical Reference Group VC. Continue to develop and expand the membership of the group as the work expands into new areas of technology
4. Provide daily progress updates to the Allocation and Sourcing team meetings
5. Attend and input into pillar 2 validation team meetings, Sample Kit and Consumables Group meetings, Pathology29 and DACDOTS meetings
6. Update the master specification and validation trackers
7. Manage, update and collate validation reports stored on the NHS Futures platform
8. Respond to validation queries directed from the central inbox from NHS Trusts
9. Support the Quality Team to develop assurance processes with suppliers and supply chain organisations
10. Support the quality team with regulatory aspects, linking into Pillar 2 and MHRA

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

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At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

Role	Rate	Units required	Discount applied
Charged days			
T&T8329 – Validation and Clinical Support Role (REDACTED) (SEO Level)	£REDACTED/Day Candidate rate £REDACTED Total charge £REDACTED	130	
Investment Days (not charged)			
			£63,549.20
Total Excl VAT		£63,549.20	

PERFORMANCE OF THE DELIVERABLES

Key Staff
T&T8329, REDACTED, Validation & Clinical Support Service
Key agency contact / account manager name: REDACTED@mlcpartners.co.uk
Key Subcontractors
None

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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:	