**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**](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6160-Short-Order-Form-FAQ-v2.pdf)

**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](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House  18 Priory Queensway  Birmingham  B4 6FD |
| **Invoice Address**  **(if different)** | [payments@insolvency.gov.uk](mailto:payments@insolvency.gov.uk) |

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| **Supplier Name** | Robertson Bell |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | Euston House 24 Eversholt Street London NW1 1AD |

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| **Framework Ref** | RM6160: Non-Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 2 |
| **Order reference number (e.g. purchase order number)** | TIS0452 |
| **Date order placed** | 09/04/2021 |
| **Call off Start Date** | 19/04/2021 |
| **Call-Off** **Expiry Date** | 30/06/21 |
| **Extension Options** | May be Extended by up to six Periods of 1 month to a maximum of a further 6 months. |
| **GDPR Position** | Independent Controller |
| **Job role / Title** | Financial Modeller |
| **IR35** | In Scope of IR35 |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | Full Time 5 Days a week. 09:00-17:00 |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details**  **(NHS only)** | 1. None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 8D | |
| **Fee Type** | 2. Non-Patient Facing (Disclosure required) | |
| **Expenses to be paid or benefits offered** | N/A | |
| **Expenses to be paid by Temporary Worker** | N/A | |
| **Charge rates** | Pre-12 Weeks | Post- 12 Weeks |
| £ REDACTED VAT per Day to REDACTED | £ REDACTED VAT per Day to Paulo Taveras |
| £ REDACTED ex VAT per Day to Robertson Bell | £ REDACTED ex VAT per Day to Robertson Bell |
|  | £ REDACTED ex VAT per Day Total Bill Rate | £ REDACTED ex VAT per Day Total Bill Rate |
| **Method of payment** | Invoice/BACS | |
| **Discounts applicable** | N/A | |

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| **Criminal records check required** | No |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | none |
| **State any skills, mandatory training and qualifications necessary for the role** | Financial Modelling expertise and experience. |

**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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The Requirement** |
| **Financial Modeller**  The Financial Modeller contractor is required for up to 6 months.  The Financial Modeller will provide key support to the Financial Planning and strategy project teams, leading development of the financial models and analysis needed to inform the strategy implementation and 5-year Strategic Business Plan.  The role will require strong financial modelling and accounting skills and experience, use of excel to produce and maintain multi-year spreadsheet models, and an ability to work with colleagues from finance and across operations to interpret data and explain modelling requirements and outputs and produce graphics for senior managers.  **Typical role responsibilities:**   * Develop financial models.  Developing and implementing financial forecasting and budgeting model.   •     Develop reporting tools that automatically imports Business Plans into a consolidation model.  •     Develop models into an integrated reporting suite.  •     Creating a series of Excel and PowerPoint that could update charts and tables in presentation packs  •     Provide support to fix and develop financial models.  •     Work with the finance/Ops team to understands the complex requirements and accurately implemented data in various modules.  •     Utilise data manipulation techniques in Excel to populate models with accounting data.  •     Develop investment appraisal model that allow for the potential cost or revenue benefits to be compared with the costs of the project.  o     Decision models whereby answering a series of questions determine the level of authority, e.g. board, committee or delegated authority, required for making an investment or accepting a customer.  •     Developed best practice model build, version control and model review methodologies  **Total Contract Value**  The Total Contract Value shall be £26,697.82 for the Initial Period based on a maximum of 58 working days at £ REDACTED per day. This may be increased proportionately should the Extension Options be enacted.  **Notice Period: One Week (5 Working Days)** |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| Financial Modeller – REDACTED |
| **Key Subcontractors** |
| N/A |

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