

## RM971 NON MEDICAL NON CLINICAL

## PART 1 – ORDER FORM

ORDER FORMTHE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

## FROM:

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	<b>CS19426</b>
<b>ORDER DATE</b>	18/12/2019

## TO:

<b>SERVICE PROVIDER</b>	Methods Business and Digital Technology Ltd
<b>SERVICE PROVIDER'S ADDRESS</b>	16 St. Martin's Le Grand, London, EC1A 4EN
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:	
<b>RM971 LOT:</b>	Lot 2
<b>ADDITIONAL REQUIREMENTS:</b>	FSS Business Change Manager
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
This contract will commence on Thursday 2 <sup>nd</sup> January 2020 and will expire on Friday 27 <sup>th</sup> March 2020.	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
N/A	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
The total contract value shall not exceed £41,230.00 excluding VAT, payable by BACS. <b>REDACTED</b> = £41,230.00 exc. VAT	
<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.  Invoice to include purchase order number and contract reference shall be sent to <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a>	

<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
BEIS is moving to a new Shared Services cloud-based ERP system for HR and Finance services. This will change the way that everyone in the department accesses and use these services. The role is required to support the BEIS Shared Services team as the Department mobilises to implement a new ERP system. This role is focused getting the Business Change project up and running before the end of the financial year.	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	6/1/2020

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	6/1/2020

**Annex 1 – Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer  
 Department for Business, Energy and Industrial Strategy  
 Address: 1 Victoria Street  
 London  
 SW1H 0ET  
 Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

2. The contract details of the Suppliers Data Protection Officer is:

**REDACTED**, Chief Operating Officer

Email: **REDACTED**

The Processor shall comply with any further written instructions with respect to processing by the Controller.

3. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19426</b>
<b>Date:</b>	<b>December 10, 2020</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>Pre-employment checking</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the</p>

	<p>Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name                  Workplace address                  Workplace Phone Number                  Workplace email address                  Names                  Job Title                  Compensation                  Tenure Information                  Qualifications or Certifications                  Nationality                  Education &amp; training history                  Previous work history                  Personal Interests                  References and referee details                  Driving license details                  National insurance number                  Bank statements                  Utility bills                  Job title or role                  Job application details                  Start date                  End date &amp; reason for termination                  Contract type                  Compensation data</p>

	<p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
Categories of Data Subject	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>