

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	Ministry of Defence
Contracting Authority Contact	David.Rankin752@mod.gov.uk
Contracting Authority Address	Room 2.1.02, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.
Invoice Address (if different)	As above

Supplier Name	Investigo Limited
Supplier Contact	Michael Thorton
Supplier Address	1 Broadgate, London, EC2M 2QS.

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	701433378
Date order placed	14 January 2021
Call off Start Date	18 January 2021
Call-Off Expiry Date	31 March 2021
Extension Options	Not applicable
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Project Manager
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	Not Applicable
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	Not Applicable
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	Project Manager	
Fee Type		
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	
	£ 600 (Day)	
	£ 104.03 Supplier Fee	
Method of payment	CP&F	
Discounts applicable	Not Applicable	

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	Not Applicable
State any skills, mandatory training and qualifications necessary for the role	Not Applicable

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					
No.	Objectives	Success Measures	Dependencies	Weighting %	Approval
1.	Engagement - Become single point of contact for Defence Future Workplace for the Government Property Agency (GPA).	Successful management of GPA meetings, without support (within 3 weeks)	Introduction from Future Workplace lead to GPA representatives Access to previous engagements and communications with MS Teams and One Note MOD account and laptop	5%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting
2.	Communications – Become the Future Workplace 'voice of GPA' into Defence and specifically Top-Level Budget Holders (TLBs).	Included within all communications directly relating to GPA Assessment (1 month)	Introduction from Future Workplace Lead to TLB programme representatives Introduction from Transformation Deputy Director at FWOG as interface to GPA Administrative support	5%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting
3.	Programmatic Design: – Design and Develop a plan for the GPA Engagement & Assessment Governance - Document this in a Project Management Initiation Document (PID) and include Control elements (schedule, risk management, schedule assurance and governance and control drumbeat).	Project Control Drumbeat agreed and planned (risk reviews, progress reporting) (6 weeks) GPA Control Drumbeat (scheduled within calendar) (2 months) Transformation Deputy Director PID sign-off (2 months) Transformation Director sign-off of Governance model (3 months)	Established Future Workforce or other Deputy Director level Governance model and approach to follow (escalation) Timely access to key stakeholders. Timely access to other individuals, such as TLB Smart working programme leads and Transformation portfolio and projects team, for their knowledge of areas of risks, issues, benefits and disbenefits / unintended impacts. Timely decisions from Deputy Director Transformation to advise on, and then approve Governance model. Administrative support	30%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting

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4.	Benefits Mapping – Design a mechanism and process that enables Defence to illustrate Benefits derived within TLBs to GPA Assessors.	Benefits process agreed in principle: TLBs, GPA (3 months)	Timely access to TLB benefits process and approach. (Note approach, benefits not yet known) Timely access to key stakeholders	5%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting
5.	Assessment Design: Develop the Defence Maturity Matrix and PAS3000 Evidence spreadsheet Develop a framework for the summarisation of the 27 statements of compliance and a framework for all evidence elements to be referenced (estimated 500+ ‘documents’, plus visits). Agree process and mechanism for TLBs to input their evidence.	Updated Defence Maturity Matrix and PAS3000 Evidence spreadsheet (2 months) Sign-off of TLB input mechanism for FWOG (or other pan Defence body) (3 months) Overarching Framework and process for 27 Smart Working Statements (4 months)	Timely access to GPA analysis of Maturity Matrix and PAS3000 Spreadsheet. Continual discussions with each TLB programme lead and / or expert to gain understanding of their approach to each aspect of Smart Working Previous knowledge and understanding of smart working critical factors. Experience of smart working implementations Timely access to Change Management experience Administrative Support	35%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting
6.	Programme Management: Implementation of PID (above) controlling the drumbeat of assessment process across all of Defence, including Communications to GPA and cohere GPA TLB communications Overall Reporting of Assessment progress.	The PID is up to date, centrally stored, shared with all stakeholders and tracked on a regular basis (as documented in PID) (3 months) Programme Control drumbeat established and maintained (as per PID) (2 months) Programmatic Drumbeat for GPA Engagement established (4 months)	Future Workplace Lead and Deputy Direct support Timely access DDC Communications Team (potentially through Future Workplace Lead) Timely access to Change Management experience Administrative Support	10%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting
7.	Assessment Implementation: Build the Assessment framework and provide initial summary technical elements of the report. Establish links into Assessment Framework for TLB inputs.	Summary technical statements or mechanism to achieving those statements contained with the Assessment Framework (4 months)	Future Workplace Lead and Deputy Direct support Previous knowledge and understanding of smart working critical factors. Experience of smart working implementations Continual discussions with each TLB programme lead and / or expert to ensure framework remain s	5%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting

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			valid Administrative Support		
8.	Member of the Transformation Team – Engage with the wider Transformation Team to further Transformation agenda and goals.	Contribution to Transformation	Invitations and access to Transformation Team sessions	5%	To be approved by Ketan Patel or Elizabeth Barsby as per service reporting

PERFORMANCE OF THE DELIVERABLES

Key Staff
Elizabeth Barsby
Key Subcontractors
Not Applicable

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	DAVID RANKIN
Role:		Role:	Commercial Manager
Date:		Date:	14/01/2021