

Order Form Template (Short Form)
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Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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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	MLCSU
Contracting Authority Contact	██████████
Contracting Authority Address	Heron House (Headquarters) Midlands and Lancashire CSU HQ 120 Grove Road Stoke on Trent ST4 4LX
Invoice Address (if different)	

Supplier Name	Badenoch & Clark Limited
Supplier Contact	██████████
Supplier Address	10 Bishops Square London England E1 6EG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	3
Order reference number (e.g. purchase order number)	
Date order placed	

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Call off Start Date	24/1/2022
Call-Off Expiry Date	31/3/2022
Extension Options	Yes
GDPR Position	Independent Controller (default unless specified)
Job role / Title	Field Support Engineer
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	7.5hours x 5days
Unsocial hours required – give details	NA
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	Band 5				
Fee Type	3. Non-Patient Facing (No Disclosure required)				
Expenses to be paid or benefits offered	Travel costs				
Expenses to be paid by Temporary Worker	NA				
Charge rates	<table border="1"> <tr> <td>██████████</td> <td>██████████</td> </tr> <tr> <td>██████████</td> <td>██████████</td> </tr> </table>	██████████	██████████	██████████	██████████
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██████████	██████████				
Method of payment					
Discounts applicable	NONE				

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	NA
State any skills, mandatory training and qualifications necessary for the role	IT Skills required

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
Requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period

PERFORMANCE OF THE DELIVERABLES

Key Staff
ryan.leeming@badenochandclark.com
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	18/01/2022	Date:	17/01/2022