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

**Provision of 75 Paralegals for the Infected  
Blood Inquiry  
To  
Infected Blood Inquiry  
From  
Law Absolute Limited  
Contract Reference: CCCB20A03**



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## 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.

|                                       |  |
|---------------------------------------|--|
| <b>Contracting Authority Name</b>     | Infected Blood Inquiry   |
| <b>Contracting Authority Contact</b>  | REDACTED   |
| <b>Contracting Authority Address</b>  | Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE |
| <b>Invoice Address (if different)</b> | REDACTED   |

|                         |  |
|-------------------------|--|
| <b>Supplier Name</b>    | Law Absolute Limited   |
| <b>Supplier Contact</b> | REDACTED   |
| <b>Supplier Address</b> | Law Absolute Limited<br>Queens House<br>55/56 Lincoln's Inn Fields<br>London<br>WC2A 3LJ |

|   |   |
|---|---|
| <b>Framework Ref</b>                                | RM6160: Non Clinical Temporary and Fixed Term Staff   |
| <b>Framework Lot</b>                                | Lot 4 – Legal Supply  |
| <b>Call-Off (Order) Ref</b>                         | CCCB20A03   |
| <b>Order Date</b>                                   | 22 <sup>nd</sup> May 2020   |
| <b>Call off Start Date</b>                          | 27 <sup>th</sup> May 2020   |
| <b>Call-Off Expiry Date</b>                         | 26 <sup>th</sup> May 2021   |
| <b>Extension Options</b>                            | Option to extend for a further 12 months (until 25 <sup>th</sup> May 2022). If the Contracting Authority chooses to implement this extension option they will need to seek further financial approvals for any expenditure. |
| <b>GDPR Position</b>                                | Independent Controller  |
| <b>Number of roles required:</b>                    | 75  |
| <b>Number of CV's required:</b>                     | -   |
| <b>Job role / Title</b>                             | Paralegal   |
| <b>Temporary or Fixed Term Assignment</b>           | Temporary   |
| <b>Hours / Days required</b>                        | Standard  |
| <b>Unsocial hours required – give details</b>       | N/A   |
| <b>High cost area supplement details</b>            | Inner London  |
| <b>Immunisation requirements? (Fee type 1 only)</b> | -   |

|                 |        |
|-----------------|--------|
| <b>Pay band</b> | Band 7 |
|-----------------|--------|

**Order Form (Short Form)**

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|  |   |
|--|---|
| <b>Fee Type</b>                                | Non-Patient Facing (Disclosure)   |
| <b>Expenses to be paid or benefits offered</b> | -   |
| <b>Expenses to be paid by Temporary Worker</b> | -   |
| <b>Charge rates</b>                            | <p>REDACTED</p> <p>The total contract value for the first 12 months is £4,031,232.00 (exc. VAT). The Contracting Authority have the option, subject to internal approvals to extend the contract for further 12 months &amp; increase the value by an additional £4,031,232.00 (exc. VAT). For the avoidance of doubt the total contract value will not exceed £8,062,464.00 (exc. VAT).</p> <p>The Authority will only pay for days actually worked. This excludes Bank Holidays; sick pay; holiday pay and special leave pay for any paralegal. Rates are based on a working day of 7.5 hours, excluding lunch breaks which are not paid.</p> |
| <b>Method of payment</b>                       | Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. It must also clearly state the Purchase Order number.  |
| <b>Discounts applicable</b>                    | See 'Charge Rates' above  |

|   |                |
|---|----------------|
| <b>Criminal records check</b>   | Not Applicable |
| <b>BPSS required</b>  | Yes            |
| <b>State required clearance and background checking</b>                     | -              |
| <b>Skills, mandatory training and qualifications necessary for the role</b> | -              |

## 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 |
|-----------------|
| REDACTED        |

## PERFORMANCE OF THE DELIVERABLES

| Key Staff          |
|--------------------|
| REDACTED           |
| Key Subcontractors |
| None               |

| 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:                              | 26 May 2020 | Date:   | 28 May 2020 |