

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

Order Form Template (Short Form)
Crown Copyright 2019

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	Secretary of State for Health & Social Care acting as part of the Crown
-----------------------------------	---

Order Form Template (Short Form)
Crown Copyright 2019

Contracting Authority Contact	Redacted in line with the FOIA
Contracting Authority Address	Department of Health 39 Victoria Street Westminster Victoria London SW1H 0EU
Invoice Address (if different)	Redacted in line with the FOIA

Supplier Name	Allen Lane Ltd
Supplier Contact	Redacted in line with the FOIA
Supplier Address	33 King St, St. James's, London SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	TBC
Date order placed	12/08/2021
Call off Start Date	31/08/2021
Call-Off Expiry Date	31/12/2021
Extension Options	Yes
GDPR Position	Independent Controller (default unless specified);
Job role / Title	SEO Data Analyst
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	89 days
Unsocial hours required – give details	N/A

Order Form Template (Short Form)
Crown Copyright 2019

High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	8D/SEO	
Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	N/a	
Charge rates	Pre-AWR	Post-AWR
£42,097.00	£ Redacted in line with the FOIA	Redacted in line with the FOIA
Method of payment	Umbrella	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	BPSS
State any skills, mandatory training and qualifications necessary for the role	N/A

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
SEO Data Analyst

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted in [REDACTED]
Key Subcontractors
N/A

Order Form Template (Short Form)
Crown Copyright 2019

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted in line with the FOIA	Signature:	Redacted in line with the FOIA
Name:		Name:	
Role:		Role:	
Date:	12/08/2021	Date:	11/10/2021