

RM6277: 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 RM6277, 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 RM6277: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Department for Energy and Net Zero
Contracting Authority Contact	REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION
Contracting Authority Address	Department for Energy Security and Net Zero 1 Victoria Street, London SW1H 0ET
Invoice Address (if different)	

Supplier Name	Executive Group
Supplier Contact	REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION
Supplier Address	Northern & Shell Building, 10 Lower Thames Street, London, EC3R 6AF

Framework Ref	RM6277: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	
Date order placed	15/08/25
Call off Start Date	21/08/25
Call-Off Expiry Date	30/11/25
Extension Options	
GDPR Position	Independent Controller (default unless specified);
Job role / Title	Associate Commercial lead
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	88

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Unsocial hours required – give details	No
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)		
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	REDACTED UNDER FOIA SECTION 43, COMMERCIAL SENSITIVE	
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	PO	
Discounts applicable		

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	NA

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
<p>Leading the delivery of commercial advice and commercial activity across the full commercial cycle from commercial strategy to contract exit, informed by commercial risks and delivering policy area objectives.</p> <ul style="list-style-type: none">• Work collaboratively and build relationships with colleagues and senior stakeholders in Policy, Finance, Project Delivery and Legal teams.• Develop bespoke commercial strategies to deliver departmental objectives.• Mitigate risk by ensuring full compliance with all relevant policies and procedures whilst balancing delivery priorities.• Engage with the market to test and develop commercial strategies.• Lead and support the full commercial life cycle including: sourcing strategy and timeline development, market engagement, bid evaluation, contracting and contract management.• Support the commercial management process, including monitoring, performance management, appropriate management of information, variations and extensions.• Support the implementation of commercial priorities including realising savings, social value, modern slavery and sustainability.• Maintain and ensure accuracy of the commercial information on the eprocurement system.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION
Key Subcontractors

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	[Redacted Signature]	Signature:	[Redacted Signature]
Name:	[Redacted Name]	Name:	[Redacted Name]
Role:	[Redacted Role]	Role:	[Redacted Role]
Date:	[Redacted Date]	Date:	[Redacted Date]