

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	Department for Business, Energy & Industrial Strategy (BEIS)
Contracting Authority Contact	Name: REDACTED Tel: REDACTED E-mail: REDACTED
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.ukpbs.co.uk

Supplier Name	Allen Lane Ltd
Supplier Contact	Name: REDACTED Tel: REDACTED Email: REDACTED
Supplier Address	33 King Street, St. James's, London, SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	CS21033
Order Date	26/01/2021
Call off Start Date	01/02/2021
Call-Off Expiry Date	31/03/2021
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	PMO Services
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Maximum 43 working days / Standard / 5 days week Mon - Fri
Unsocial hours required – give details	N/A
High cost area supplement details	None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band	8D	
Fee Type	Non-Patient Facing (Disclosure)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	£ REDACTED /Day	£ REDACTED /Day
	<p>The total contract value shall not exceed £ REDACTED excluding VAT as per the breakdown below;</p> <p>REDACTED REDACTED : REDACTED Working Days @ £ REDACTED ex VAT = £ REDACTED</p> <p><i>It is the viewpoint of the contracting authority that the candidate above is out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.</i></p>	
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to finances@services.ukpbs.co.uk.</p>	
Discounts applicable	N/A	

Criminal records check	N/A
BPSS required	Yes
State required clearance and background checking	None
Skills, mandatory training and qualifications necessary for the role	None

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

- Service for a team to implement a project management office for the Net Zero project
- Development and implementation of standardised reporting templates for the project team and all relevant stakeholders
- Development of specialised reports for tracking KPIs which captures all relevant project data
- Development and implementation of communication strategy to relevant stakeholders
- Set up appropriate governance function including establishing and maintaining agreed PMO standards
- Training of PMO and tools usage to relevant stakeholders

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
N/A

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