

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

Competition Finance Team Recruitment
CCS Reference - CCZX21A33
DHSC Reference - WP1390

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	Department of Health and Social Care
Contracting Authority Contact	REDACTED
Contracting Authority Address	39 Victoria Street London SW1H OEU
Invoice Address (if different)	Email: REDACTED for electronic submission Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

Supplier Name	RANDSTAD SOLUTIONS LIMITED
Supplier Contact	REDACTED
Supplier Address	1st Floor Regent Court, Laporte Way Luton LU4 8SB England

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 Corporate Functions
Order reference number (e.g. purchase order number)	WP1390
Date order placed	As per date of final contract signature
Call off Start Date	Tuesday 6 April 2021

Order Form Template (Short Form)

Crown Copyright 2019

Call-Off Expiry Date	Monday 4 October 2021 The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	G7 FBP: REDACTED SEO Finance Competitions Analyst: REDACTED
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	REDACTED
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	REDACTED REDACTED	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
REDACTED	N/A	REDACTED
REDACTED	N/A	REDACTED
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: REDACTED We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date

Order Form Template (Short Form)

Crown Copyright 2019

State any other required clearance and/or background checking	None
State any 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
<p>The G7 and SEO roles will be working across the full range of Competitions Finance Team's scope in both a technical and advisory role. The SEO roles will report to their respective G7 leads. Workstreams provide a range of financial risk reporting, mitigation recommendations and actions, assurance and advisory outputs to the T&T Test Finance Director, Chief Financial Officer, Programme Directors including Commercial and to the DHSC Accounting Officer. These comprise:</p> <p>Supplier Financial Risk Assessment</p> <ul style="list-style-type: none">• Undertaking Financial Risk evaluation of contractors and suppliers to assess financial standing and risk of business failure• Sharing outputs with relevant business, finance, commercial and legal stakeholders• Based on risk profiles recommend risk mitigation actions <p>Historic Contract Register Risk Review</p> <ul style="list-style-type: none">• Maintaining a continuous financial risk profile across the full T&T Programme stock of suppliers and contractors• Reporting to T&T Finance Director, Chief Financial Officer, DHSC Finance Directors and Accounting Officer on the changing risk profile from the supplier and contractor population• For High, Very High Risk and Critical Risk contractors and suppliers engage with Commercial colleagues to agree risk mitigation actions to bring risk levels down and identify contingency arrangements <p>Gold Supplier Review</p> <ul style="list-style-type: none">• Undertake an in- depth financial risk and health checking of the key contractors and suppliers identified by Commercial stakeholders• Produce a detailed financial risk report on both the contracted party and parent company (where applicable) with input from Commercial Leads and Category Leads• On this basis agree detailed financial risk mitigation strategies and actions <p>Business Case Stage Supplier Risk Assessments</p> <ul style="list-style-type: none">• Provide advice and input into development of Business Case drafting supporting FBP to undertake due diligence financial risk assessments to provide financial risk context which support the business case approvals process• Maintain a register of Business Case financial risk assessments for reference purposes

Tender and Competitions Support

- Supporting business and commercial colleagues when constructing tender documentation including award criteria (quality/finance) and assurance across evaluation approaches and models
- Advise on inclusion of Standard Financial Risk Clauses to enable audit and assurance and mitigate risks to be embedded in contracts for delivery, quality and financial risk monitoring and management

Standard Financial Contract Clauses

- Identification and tailoring of a range of financial clauses with legal colleagues as the standard set for inclusion in T&T Programme contracts and against which to Benchmark Framework Terms & Conditions for risk mitigation scope and reduction
- Purpose to limit liability and financial exposure, ensure contract sums are directed to the agreed deliverables, ensure rights of access and audit to measure delivery and financial risk of suppliers and contractors and provide service levels agreement frameworks as the basis of service credit schedules and pre-agreed liquidated damages deductions in the form of service credits for under performance and quality issues

Special Projects

- Undertake a range of special projects including financial reviews and assessments across the supplier and contractor network on behalf of stakeholders
- Recent examples being potential over charging by a few suppliers and providing a Tender Evaluation Template for evaluating laboratory based tender bids
- Providing competitions and finance input into dispute resolution negotiations with several suppliers including cost validation of supplier presented change proposals and due diligence in the form of Going Concern assessment

Contribute to the development of the Competitions Finance Team through Workshops and Team meetings and service objectives for 2021/22.

The Exit Strategy is to commence a rolling recruitment exercise to appoint Civil Servants throughout the six months duration to fill these roles.

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

Rates

REDACTED

PERFORMANCE OF THE DELIVERABLES

Key Staff
Customer; REDACTED REDACTED Supplier; Key agency contact / account manager name: 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:	16 th April 2021	Date:	19/04/2021