

# HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

### PART 1: CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	Health & Safety Executive
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
	(timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	
	1.11.4.3764

CONTRACTOR	Certes Computing Ltd
SERVICE ADDRESS	3 The Courtyard Roman Way Coleshill Birmingham B46 1HQ
ACCOUNT MANAGER	

### PART 2: SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Data & Workload Manager
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	1.11.4.3764%20Data %20&%20Workload
IR35 ASSESSMENT	以 IR35.pdf
COMMENCEMENT DATE	09/11/2020
END DATE	31/03/2021
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

## PART 3: FEES / CHARGES

## i) DAILY CHARGE RATE APPLICABLE

Date From	<u>To</u>	<u>No</u> <u>Days</u>	<u>Candidate</u> <u>Daily Rate</u>	Daily Agency Fee	<u>Total</u> <u>Daily Fee</u>
09/11/2020	31/03/2021	100	£600	£50	£650
Totals			£60,000	£5000	£65,000

### ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the follwing HSE Standard Travel and Subsistence rates.



## PART 4: INVOICING & PAYMENTS

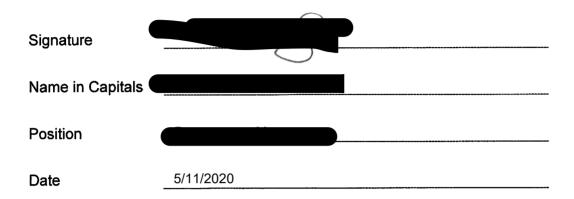
All invoices raised <u>must</u> include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases ivoices should be submitted to the following address:

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@gov.sscl.com
PURCHASE ORDER NO. (to be quoted on all invoices)	

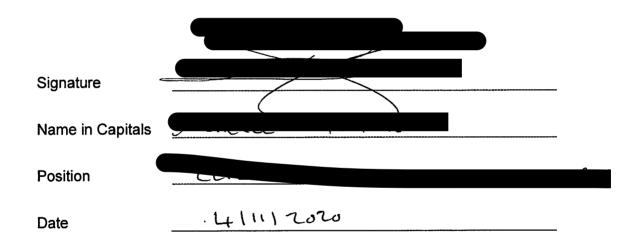
## PART 5: SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

### IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:



Duly authorised to sign on behalf of Certes Computing Ltd 3 The Courtyard, Roman Way, Coleshill, Birmingham, B46 1HQ



Duly authorised to sign on behalf of the **HEALTH AND SAFETY EXECUTIVE**2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS