

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short 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.

<b>Contracting Authority Name</b>	HM Treasury
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	REDACTED

<b>Supplier Name</b>	SmartSourcing Ltd
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	REDACTED

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2 - Finance, Accounts and Audit Roles
<b>Order reference number (e.g. purchase order number)</b>	TBC – At contract Award
<b>Date order placed</b>	02/07/2021
<b>Call off Start Date</b>	06/07/2021
<b>Call-Off Expiry Date</b>	05/12/2021
<b>Extension Options</b>	Two optional extensions of 6 months each.
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Job roles and titles can be found within the statement of requirements.
<b>Temporary or Fixed Term Assignment</b>	Temporary Assignment
<b>Hours / Days required</b>	For the duration of the contract.
<b>Unsocial hours required – give details</b>	N/A
<b>High cost area supplement details (NHS only)</b>	N/A
<b>Immunisation requirements? (Fee type 1 only)</b>	N/A

<b>Pay band (use rate card to determine this)</b>	N/A
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required) – N/A
<b>Expenses to be paid or benefits offered</b>	N/A
<b>Expenses to be paid by Temporary Worker</b>	N/A

**Order Form (Short Form)**

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<b>Charge rates</b>	Details of pricing and charging will be added at contract award. See below.
<b>Method of payment</b>	Payment against key successful achievement of key milestones.  Statement of Works activities relating to Tasks 1 - 4 run concurrently Therefore, interim monthly payments throughout the duration of service delivery are required. Subject to Contracting Authority approval and sign-off.
<b>Discounts applicable</b>	N/A

<b>Criminal records check required</b>	No
<b>BPSS required</b>	The Supplier's staff assigned to the contract shall have SC level clearance.
<b>State any other required clearance and/or background checking</b>	N/A
<b>State any skills, mandatory training and qualifications necessary for the role</b>	N/A

**Suppliers Pricing Submission.**

REDACTED

## 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
Please see the SOR for further details.

## PERFORMANCE OF THE DELIVERABLES

Key Staff
TBC at contract award.
Key Subcontractors
TBC at contract award.

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	MANAGING DIRECTOR	Role:	Commercial Lead
Date:	02/07/2021	Date:	02/07/2021