

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

Contracts Lead- (WP2099)

Order Form Template (Short Form)

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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	██████████
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email invoices to: ██████████ copying in ██████████ Consolidated monthly invoicing - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC

Supplier Name	Michael Page International (part of Page Group)
Supplier Contact	██████████
Supplier Address	1st Floor, West Side, 1 Whitehall Riverside, Leeds, LS1 4BN

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	WP 2099
Date order placed	As per date of final contract signature
Call off Start Date	01/09/2021
Call-Off Expiry Date	29/11/2021 <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice</i>
Extension Options	Subject to an extension
GDPR Position	Independent Controller
Job role / Title	Contracts Lead – G7
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	██
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)	T&T11719 Contracts Lead – G7	
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
Resource : [REDACTED]	£ [REDACTED]	£ [REDACTED]
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms. Value: £43,564.80	
Discounts applicable	[REDACTED]	

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
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	Ability to think strategically, collaborate effectively and work with very broad and complex organisational and cross Governmental structures. Strong interpersonal and negotiating ability, and be able to lead teams, acting as an advocate for change and continuous improvement. Confident in making decisions effectively and decisively, whilst collaborating effectively with other senior members of the team.

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

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The role holder will be responsible for supporting the contract management activity on behalf of the Commercial function.

A summary of deliverables include: Contracts Management, good leadership, resolution of Contract related issues, maintaining supplier relationships, record keeping and related correspondence and documentation while identifying and following through contract management improvements - value for money, efficiency and effect in compliance with standards and policies.

The candidates will provide a full handover to UKHSA permanent employee once identified.

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.

PERFORMANCE OF THE DELIVERABLES

Key Staff

[REDACTED]







Key agency contact / account manager:

[REDACTED]

Key Subcontractors

None

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	06082021	Date:	12/08/21