

RM971 NON MEDICAL NON CLINICAL**PART 1 – ORDER FORM****ORDER FORM****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:**

CUSTOMER	The Department for Business and Energy Industrial Strategy (BEIS)
SERVICE ADDRESS	1 Victoria Street, London, SW1 HOET
INVOICE ADDRESS (if different)	C/O UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	CS19015
ORDER DATE	18/01/18

TO:

SERVICE PROVIDER	Michael Page International Recruitment Ltd
SERVICE PROVIDER'S ADDRESS	Page House, 1 Dashwood Lang Road, The Bourne Business Park, Addlestone, Weybridge, Surrey, KT15 2QW
ACCOUNT MANAGER	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	4
ADDITIONAL REQUIREMENTS:	None
PART 1.2: ANTICIPATED DURATION OF CONTRACT	
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Wednesday 14 th November 2018 to Tuesday 19 th February 2019.	
PART 1.3: MILESTONES AND KEY DELIVERABLES	
None	
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):	
Total contract value shall not exceed £17,717.48 excluding VAT as per the breakdown below; REDACTED 67 Working Days x REDACTED excluding VAT = £17,717.48	
DISCOUNTS APPLICABLE:	
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
Not required	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
Qualifications: <ul style="list-style-type: none"> Degree qualification or equivalent experience - preferably in communications and marketing 	

Knowledge and Skills:

- Excellent project manager - with proven organisational skills and the ability to plan and prioritise work
- Strong interpersonal skills and excellent stakeholder manager - able to work credibly and easily with colleagues and senior leaders to gain their engagement in and endorsement for a comprehensive communication programme to support this fast-moving project
- Strong planning and influencing skills with experience of delivering successful communication campaigns and day-to-day activity.
- Strategic thinker – capable of developing and challenging communication and engagement strategy
- Excellent writer - with the ability to write effectively in all internal communication channels, adapting style appropriately between different media
- Good digital practitioner - able to make effective recommendations about how we should use online media in order to best achieve communication goals. Able to work with a range of media and guide team members on how to deploy them.
- Effective communicator - able to articulate ideas effectively and engage audiences convincingly, whether small or large, friendly or hostile
- Proactive team player with positive corporate attitude - able to work in a collegiate way with colleagues throughout the organisation
- Effective evaluator - able to reflect upon and evaluate the success or otherwise of activities and use these insights to improve the communication programme from stage to stage
- Event development and management experience
- Willingness to provide support across the internal communication team

Under the Data Protection Act 2018 and within this contract the Supplier and Contracting Authority shall be Joint Controllers. See Annex A.



ANNEX A Joint Controller Agreement

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	REDACTED
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF BEIS:

NAME:	REDACTED	
TITLE:	REDACTED	
SIGNATURE:	REDACTED	
DATE:	22/01/2019	

FOR AND ON BEHALF OF MICHAEL PAGE INTERNATIONAL RECRUITMENT LTD:

NAME:	REDACTED	
TITLE:	REDACTED	
SIGNATURE:	REDACTED	
DATE:	23/01/2019	