

**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.

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Order Form Template (Short Form)

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Contracting Authority Name	NHS England and Improvement
Contracting Authority Contact	Redacted - Associate Commercial Specialist, NHSX Redacted - Section 43
Contracting Authority Address	Department For Health and Social Care 39 Victoria Street London
Invoice Address (if different)	All invoices must be sent, quoting a valid purchase order number (PO Number), to: Redacted - Section 43 Redacted - Section 43 Redacted - Section 43 Department of Health & Social Care 39 Victoria Street London And a copy invoice emailed to: Redacted - Section 43

Supplier Name	Investigo Limited
Supplier Contact	Redacted - Section 43
Supplier Address	10 Bishop's Square, London E1 6EG

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	2
Call-Off (Order) Ref	C32803
Order Date	07/05/21
Call off Start Date	08/05/21
Call-Off Expiry Date	15/11/21
Extension Options	Option available to extend beyond the original scope of the requirement, should the contracting authority deem it necessary
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Number of roles required:	1

Number of CV's required:	1
Job role / Title	Commercial Strategy Services Consultant
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	n/a
Unsocial hours required – give details	n/a
High cost area supplement details	2. Inner London
Immunisation requirements? (Fee type 1 only)	n/a

Pay band	10d
Fee Type	3. Non-Patient Facing (No Disclosure)

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Expenses to be paid or benefits offered	n/a	
Expenses to be paid by Temporary Worker	n/a	
Charge rates	Pre-AWR	Post-AWR
	See The Requirement schedule below.	n/a
Method of payment	Monthly BACS inline with approved Milestone Delivery or Milestone Partial-Delivery	
Discounts applicable	n/a	

Criminal records check	N/a
BPSS required	BPSS conducted and held by Supplier
State required clearance and background checking	DBS
Skills, mandatory training and qualifications necessary for the role	Sufficient prior agile delivery experience to GDS service standards.

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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

STATEMENT OF WORK 002 (SOW002)

Context:

NHSX are on a journey to transform and strengthen their procurement and contract management offering to support the growth of the wider business. Groundwork has taken place, and the Chief Commercial Officer requires additional support to drive forward strategies, insight and changes.

The Requirement:

The service consists of finalising the commercial transformation strategy work under PTOM and its implementation, ensuring outcomes as per recommended strategy for each workstream:

- Workstream 1 PTOM implementation of the Category Support Model (WS 1)
- Workstream 2 PTOM EPR strategy implementation for Projects A (Drive Buyers to adopt EPR standards) & B (Turbo- charged market development through direct investment in MH Trusts) (WS 2)

Key Outcomes:

The first three milestones are linked to the delivery of WS 1 and the next three are linked to the delivery of WS 2. Dates of delivery are detailed in Table 1 below.

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Note the precise nature and content of these milestones will likely evolve over time. Significant changes may be agreed by both parties and will documented via CCN email in that case.

There are six milestones, and the work to perform these milestones will take place in parallel. Shortly before each of the delivery dates in the table below, the client and consultant will meet to determine percentage completion of each milestone. The total percentage will progress from 0 to 600%. The work will be formally accepted in stages when this figure achieves the targets below.

Fee Proposal

Milestones	Summary	Start Date	End Date	No of Consulting days	Total Fee (£) exc. VAT
M1 PTOM WS1 implementation	Redacted - Section 43				
M2 PTOM WS1 implementation					
M3 PTOM WS1 implementation					
M4 PTOM WS2 implementation					
M5 PTOM WS2 implementation					
M6 PTOM WS2 implementation					
			TOTAL	156	122304

Total Contract Value capped at £122,304.00

- An operational document will be used during the duration of this call off to detail agreed milestones.
- Email reports with milestone completion and partial milestone completion would be completed and invoiced on a monthly basis via a DAC process run by our PMO team.
- IR35 SDS to be completed and maintained by NHSX - These services are deemed outside IR35.
- Trello will be used for the management of change requests.

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted - Section 43

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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted - Section 43	Signature:	Redacted - Section 43
Name:	Redacted - Section 43	Name:	Redacted - Section 43
Role:	DIRECTOR	Role:	CCO
Date:	10 TH MAY 2021	Date:	10/5/21