

RM971 NON MEDICAL NON CLINICAL

PART 1 – TEMPLATE ORDER FORM

ORDER FORM

THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

FROM: Department for Business, Energy & Industrial Strategy

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	1 Victoria Street London SW1H 0ET
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: [REDACTED] Tel: e-mail: [REDACTED]
ORDER NUMBER	CS19140
ORDER DATE	26/03/2019

TO: Allen Lane Limited

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ
ACCOUNT MANAGER	Name: [REDACTED] Address: Tel: [REDACTED] E-mail: [REDACTED]
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Finance Business Partner
AGENDA FOR CHANGE PAY BAND:	[REDACTED]
HOURS/DAYS REQUIRED:	8 Hours per day, 5 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	None.
FEE TYPE:	[REDACTED]
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	No
REGULATED OR CONTROLLED ACTIVITY (ISA)?	No

SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Finance Business Partner with Central Government experience														
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	[REDACTED]														
POST CODE OF LOCATION WITH REQUIREMENT:	SW1H 0ET														
RM971 LOT:	Lot 4														
NUMBER OF ROLES REQUIRED:	1														
JOB ROLE/TITLE:	Finance Business Partner														
AGENDA FOR CHANGE PAY BAND:	9														
ADDITIONAL REQUIREMENTS:	None														
PART 1.2: ANTICIPATED DURATION OF CONTRACT															
COMMENCEMENT DATE:	20/3/19														
ANTICIPATED END DATE:	30/6/19														
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary														
PART 1.3: MILESTONES AND KEY DELIVERABLES															
None															
PART 1.4: CHARGES PAYABLE BY CUSTOMER:															
<i>It is the viewpoint of the contracting authority that the candidates below are in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge for 3 months (66 working days)</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>£37,020.72</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£37,020.72</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge for 3 months (66 working days)	[REDACTED]	[REDACTED]	[REDACTED]	£37,020.72	Total Charge (Ex. VAT)			£37,020.72
Name	Start Date	Rate	Total Charge for 3 months (66 working days)												
[REDACTED]	[REDACTED]	[REDACTED]	£37,020.72												
Total Charge (Ex. VAT)			£37,020.72												
	Pre-AWR	Post-AWR													
Pay to Worker(s)	[REDACTED]	[REDACTED]													
Total Charge	[REDACTED]	[REDACTED]													
DISCOUNTS APPLICABLE:	None														
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT															
None															
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS															
As per NMNC terms and conditions															
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS															
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable														
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable														
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:	None
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	None

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 [(together with where completed and applicable, the further-competition order (additional requirements))] 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 THE SERVICE PROVIDER:

NAME:	[REDACTED]
TITLE:	[REDACTED]
SIGNATATURE	[REDACTED]
DATE:	26.03.2019

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	[REDACTED]
TITLE:	[REDACTED]
SIGNATURE:	[REDACTED]
DATE:	26/3/19

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer

Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET, dataprotection@beis.gov.uk

2. The contract details of the Suppliers Data Protection Officer is:

[REDACTED]

3. The Processor shall comply with any further written instructions with respect to processing by the Controller.

4. Any such further instructions shall be incorporated into this Schedule.

Contract Reference:	CS19140
Date:	26/03/2019
Description of Authorised Processing	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means. Processing takes place for the purposes of: <ul style="list-style-type: none">• Pre-employment checking

	<p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date & reason for termination</p> <p>Contract type</p>

	<p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>