

RM6277: Non Clinical Temporary and Fixed Term Staff (Short Form)

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6277, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract RM6277: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Department for Science, Innovation, & Technology
Contracting Authority Contact	<Redacted under s40 of the FOIA>
Contracting Authority Address	Department for Science, Innovation and Technology, 22-26 Whitehall London SW1A 2EG United Kingdom
Invoice Address (if different)	

Supplier Name	Investigo UK
Supplier Contact	<Redacted under s40 of the FOIA>
Supplier Address	10 Bishops Square London, E1 6EG

Framework Ref	RM6277: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 – Corporate Functions
Order reference number (e.g. purchase order number)	
Date order placed	18/09/25
Call off Start Date	29/09/25
Call-Off Expiry Date	31/03/2026
Extension Options	N/A
GDPR Position	Independent Controller
Job role / Title	Commercial Innovation Lead, Commercial Innovation Hub
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 per week

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Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

Pay band/ (use rate card to determine this)		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	T&S to be paid under DSIT T&S policy	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	£<Redacted under s43 of the FOIA> ex VAT	N/A
Method of payment	BACS?	
Discounts applicable	N/A	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	N/A

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
The role will involve guiding x-gov teams through the process of integrating emerging technologies and market-led innovations into commercial agreements, ensuring these solutions are scalable, sustainable, and aligned with strategic objectives. Through structured market engagement and stakeholder consultation, the postholder will champion the adoption of best-in-class commercial practices, leveraging the new Procurement Act's flexibilities to unlock value and accelerate the pace of innovation in public service delivery. Their remit will also include supporting commercial delivery teams in co-creating robust commercial models, developing forward-thinking business cases, and refining service design in partnership with suppliers and public sector stakeholders. This collaborative approach not only drives improved value for money and effective risk management but also embeds a culture of continuous improvement where innovation thrives at every stage of the commercial lifecycle.

PERFORMANCE OF THE DELIVERABLES

Key Staff
<Redacted under s40 of the FOIA>
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	