

RM6160: 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 RM6160, 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 RM6160**: Non Clinical Temporary and Fixed Term Staff.

| | |
|---------------------------------------|--|
| Contracting Authority Name | Health Research Authority |
| Contracting Authority Contact | REDACTION, under FOIA Section 40 Personal Information |
| Contracting Authority Address | Health Research Authority 2 Redman Place Stratford London E20 1JQ |
| Invoice Address (if different) | Health Research Authority T71 Payable F275 Phoenix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE |

| | |
|-------------------------|--|
| Supplier Name | Morgan Law Limited |
| Supplier Contact | REDACTION, under FOIA Section 40 Personal Information |
| Supplier Address | Pennine Place, 2a Charing Cross Rd, London WC2H 0HF |

| | |
|--|---|
| Framework Ref | RM6160: Non Clinical Temporary and Fixed Term Staff |
| Framework Lot | Lot 2 |
| Order reference number (e.g. purchase order number) | N/A |
| Date order placed | 26/11/2021 |
| Call off Start Date | 06/12/2021 |

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| | |
|---|---|
| Call-Off Expiry Date | 05/05/2022 |
| Extension Options | N/A |
| GDPR Position | Independent Controller (default unless specified); or Controller to Processor; or Joint Controller |
| Job role / Title | Interim Procurement Specialist |
| Temporary or Fixed Term Assignment | Fixed-Term |
| Hours / Days required | 37.5 |
| Unsocial hours required – give details | N/A |
| High cost area supplement details (NHS only) | <ol style="list-style-type: none"> 1. None 2. Inner London 3. Outer London 4. Fringe |
| Immunisation requirements? (Fee type 1 only) | N/A |

| | | |
|--|---|----------|
| Pay band (use rate card to determine this) | 10A | |
| 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 | N/A | |
| Expenses to be paid by Temporary Worker | N/A | |
| Charge rates | Pre-AWR | Post-AWR |
| | REDACTION, under FOIA Section 43 Commercial Interests | |
| | | |
| 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 | None |
| State any skills, mandatory training and qualifications necessary for the role | Per JD supplied |

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 |
|---|
| <p>Per JD supplied</p> <p>Main Duties of the Role</p> <p>The postholder will sit within the newly established Procurement, Commercial and Contracts Team and is required at this time due to a high level of procurement activity required to support the HRA Digital Transformation Programme.</p> <p>The postholder will:</p> <ul style="list-style-type: none">• Advise stakeholders on supplier sourcing options and lead on a range of small to medium size procurement projects; from identification of need through to contract award• Identify and minimise risk in all procurement and contracting activity• Understand business need and renegotiate contracts where appropriate• Support the team in developing and establishing strong commercial governance |

PERFORMANCE OF THE DELIVERABLES

| Key Staff |
|---|
| REDACTION, under FOIA Section 40 Personal Information |
| Key Subcontractors |
| N/A |

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| For and on behalf of the Supplier: | | For and on behalf of the Contracting Authority: | |
|------------------------------------|-------------------------------------|---|--|
| Signature: | REDACTION, under FOIA Section 40 | Signature: | REDACTION, under FOIA Section 40 Personal |
| Name: | Personal Information | Name: | Information |
| Role: | | Role: | |
| Date: | | Date: | |