

Contract 1.11.4.3697.



## HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM


### PART 1 : CLIENT INFORMATION

<b>CUSTOMER</b>	<b>HEALTH AND SAFETY EXECUTIVE</b>
<b>SERVICE ADDRESS</b>	Redgrave Court, Bootle, Liverpool L20 7HS
<b>LINE MANAGER</b>	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 50px; height: 15px; display: inline-block; margin-right: 5px;"></div> <div style="background-color: black; width: 120px; height: 15px; display: inline-block; margin-right: 5px;"></div> <a href="#">gov.uk</a>  (timesheet authorisation, as above unless stated otherwise)
<b>HSE CONTRACT REF NO.</b>	1.11.4.3697.

<b>CONTRACTOR</b>	<b>LA International Computer Consultants</b>
<b>SERVICE ADDRESS</b>	International House Festival Way, Stoke-on-Trent ST1 5UB
<b>ACCOUNT MANAGER</b>	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 15px; margin-bottom: 5px;"></div>

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**PART 2 : SERVICE REQUIREMENTS**

<b>NAME OF INTERIM PERSONNEL</b>	<b>[REDACTED]</b>
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>OSD</b>
<b>JOB ROLE / TITLE</b>	<b>Business Case Manager</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	<ol style="list-style-type: none"> <li>1. Lead and coordinate the development of the Business Case, using the 5-Case Model (Strategic, Economic, Commercial, Financial and Management dimensions) and HM Treasury guidelines to justify the expenditure required, as well as demonstrating commercial understanding and value for money.</li> <li>2. Provide leadership, advice and guidance to the project delivery team and senior leaders regarding the development of the business case.</li> <li>3. Engage and support a team of people to ensure the rigorous planning, development and drafting of the business case, to tight deadlines including establishing work priorities</li> <li>4. Ensure that business cases are prepared in conjunction with finance and procurement teams so that they are financially and commercially robust and are approved without delay.</li> <li>5. Draft, edit and review of sections of the business case to ensure a consistent narrative throughout.</li> <li>6. Plan the assurance and approvals route for the business case approval, liaising with the appropriate project/programme and divisional leads</li> </ol>
<b>IR35 ASSESSMENT</b>	 IR35 result for interims.pdf
<b>COMMENCEMENT DATE</b>	<b>7<sup>th</sup> December 2020</b>
<b>END DATE</b>	<b>15<sup>th</sup> January 2021</b>
<b>TERMINATION</b>	<b>A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties</b>

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**PART 3 : FEES / CHARGES****i) DAILY CHARGE RATE APPLICABLE**

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
07/12/2020	15/01/2021	26	£585	£65	£650
	<b>TOTAL</b>		<b>£15,210</b>	<b>£1,690</b>	<b>£16,900</b>

**ii) TRAVEL AND SUBSISTENCE**

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and  
Subsistence Rates.doc

**PART 4 : INVOICING & PAYMENTS**

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

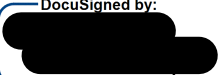


<b>INVOICING ADDRESS</b> (electronic only)	<a href="mailto:APinvoices-HAS-U@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
<b>PURCHASE ORDER NO.</b> (to be quoted on all invoices)	<b>To be confirmed</b>

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PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature	<div>DocuSigned by:  3703BEFA3656474</div>
Name in Capitals	<div></div>
Position	<div></div>
Date	<div>04/12/2020</div>

Duly authorised to sign on behalf of

**LA INTERNATIONAL COMPUTER CONSULTANTS**  
International House, Festival Way, Stoke-on-Trent ST1 5UB

Signature	
Name in Capitals	
Position	
Date	

Duly authorised to sign on behalf of the

**HEALTH AND SAFETY EXECUTIVE**  
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS