

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	Intellectual Property Office
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Concept House, Cardiff Road, Newport, NP10 8QQ
Invoice Address (if different)	payables@ipo.gov.uk

Supplier Name	Acorn
Supplier Contact	[REDACTED]
Supplier Address	Somerton House, Hazell Drive, Newport NP10 8FY

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 1
Order reference number (e.g. purchase order number)	C2721 – PO-3009473
Date order placed	23/12/2022
Call off Start Date	23/01/2023
Call-Off Expiry Date	27/11/2023
Extension Options	Yes
GDPR Position	Independent Controller
Job role / Title	Information Centre Advisors
Temporary or Fixed Term Assignment	Temporary Interim

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Hours / Days required	5 days a week/ 37 hour week
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	None

Pay band (use rate card to determine this)	Band 3	
Fee Type	N/A	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	██████ Per hour pay rate	██████ Per hour pay rate
	██████ Per hour pay rate	██████ Per hour pay rate
Method of payment	BACS	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	<p>People working with government assets must complete basic personnel security standard checks.</p> <p>Successful candidates must pass a disclosure and barring security check.</p> <p>Further information on the vetting process can be found at United Kingdom Security Vetting - GOV.UK (www.gov.uk)</p>
State any skills, mandatory training and qualifications necessary for the role	See Job Description

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
Requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period.
This role is a hybrid position and will be required to attend the office once a week.
Two week notice period for organisation and contractor.

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
[REDACTED]

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Signed by an authorised signatory for and behalf of the Supplier



For and on behalf of the Buyer

