

RM971 NON MEDICAL NON CLINICAL**PART 1 – ORDER FORM****ORDER FORM****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:**

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	1 Victoria Street London SW1H0ET
INVOICE ADDRESS (if different)	The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.ukpbs.co.uk
CONTACT REFERENCE	Authoriser Name: [REDACTED] e-mail [REDACTED]
ORDER NUMBER	CS18076
ORDER DATE	07/01/2019

TO:

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:	PPM Specialist
AGENDA FOR CHANGE PAY BAND:	10
[REDACTED] (STATED)	[REDACTED]
HOURS/DAYS REQUIRED:	8 Hours per day, 5 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	None
FEE TYPE:	[REDACTED]
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	[REDACTED]
REGULATED OR CONTROLLED ACTIVITY (ISA)?	No

SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Project Management qualification and 3+ years 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:	PPM														
AGENDA FOR CHANGE PAY BAND:	10														
ADDITIONAL REQUIREMENTS:	None														
PART 1.2: ANTICIPATED DURATION OF CONTRACT															
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Wednesday 2 nd January 2019 and will expire on Friday 29 th March 2019.															
COMMENCEMENT DATE:	2/1/19														
ANTICIPATED END DATE:	29/3/19														
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary														
PART 1.3: MILESTONES AND KEY DELIVERABLES															
None															
PART 1.4: CHARGES PAYABLE BY CUSTOMER:															
The total contract value shall not exceed £37,177.80 excluding VAT as per the breakdown below;															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge 3 months (60 working days)</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>£37,177.80</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£37,177.80</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge 3 months (60 working days)	[REDACTED]	[REDACTED]	[REDACTED]	£37,177.80	Total Charge (Ex. VAT)			£37,177.80
Name	Start Date	Rate	Total Charge 3 months (60 working days)												
[REDACTED]	[REDACTED]	[REDACTED]	£37,177.80												
Total Charge (Ex. VAT)			£37,177.80												
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>															
	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															
Project Management contractors will work flexibly across the Departmental Portfolio of EU Exit related projects and will be assigned to specific work streams. Individuals will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:															
<ul style="list-style-type: none"> Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice. Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks. Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required. 															

<ul style="list-style-type: none"> • Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates. • Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government bodies. 	
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 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]
SIGNATURE:	[REDACTED]
DATE:	08 / 01 / 2019

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	[REDACTED]
TITLE:	[REDACTED]
SIGNATURE:	[REDACTED]
DATE:	8/1/19

