

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)



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Order Form (ref PS091, v1.9)



Delivered by
NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
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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	Defence Digital Commercial, on behalf of the Secretary of State for Defence
Contracting Authority Contact	<ul style="list-style-type: none"> Commercial Officer: [REDACTED] Project Lead: [REDACTED]
Contracting Authority Address	MOD Corsham Spur B2 Bldg 405 Westwells Road Corsham SN13 9NR
Invoice Address (if different)	NOT USED

Supplier Name	Robertson Bell Limited
Supplier Contact	Name: [REDACTED] Role: [REDACTED] Email: [REDACTED] Tel: [REDACTED]
Supplier Address	Euston House 24 Eversholt Street London NW1 1AD England DUNS number: 210025356

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 (Corporate Functions Supply)
Order reference number (e.g. purchase order number)	TBC
Date order placed	18th May 2022
Call off Start Date	18 th May 2022
Call-Off Expiry Date	22 nd November 2022
Extension Options	3 months (23 rd November 2022 to 22 nd February 2023) Subject to Financial Approval.
GDPR Position	Independent Controller
Job role / Title	External Assistance - To Support Digital Enablement's Strategic Leadership Capability
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	132 Days
Unsocial hours required – give details	Not Applicable
High cost area supplement details	Not Applicable
(NHS only)	
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	Band 10B
Fee Type	Non-Patient Facing (Disclosure required)
Expenses to be paid or benefits offered	None
Expenses to be paid by Temporary Worker	No Travel and Subsistence (T&S) budget is provided for this contract.
Charge Rates	[REDACTED] (ex VAT) per day
Method of payment	Time and materials, monthly in arrears. The payment method for this Call-Off Contract is by electronic transfer and prior to submitting any claims for payment the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.

Call-Off Contract Charges	Day rate of [REDACTED] (ex VAT) with a maximum limit of liability of £114,783.24 (Ex VAT)
Discounts applicable	Not Applicable

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	SC Security Clearance must be applied for as soon as possible once the temporary worker has accepted the role prior to onboarding. Controls will be applied by the Digital Enablement team to limit all access to IT / Tels, information and physical locations to Official Sensitive or below only until SC is obtained and confirmed.
State any skills, mandatory training and qualifications necessary for the role	Not required

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

1. Background

Digital Enablement is undergoing significant change this year. External assistance is required to build on the internal capabilities and ensure continual improvement, enhancing both Senior Management's and the Directorate's capability to exploit the advantages of the new organisational design and operating model. Processes need to be developed and implemented to underpin financial controls and management, improve governance and project / delivery.

Financial acumen needs attention to better profile, plan, report and develop the organisations operating processes and procedures. A link between Departmental financial controls and educating and supporting business case development and financial reporting are key.

The role will provide collaborative leadership across the Directorate to diagnose, consult, develop, implement, and continuously improve effective and efficient processes that ensure:

- Senior Management and resources are prioritised and focused on delivering the strategic priorities
- Governance and reporting against business as usual, and programmes is developed and implemented effectively
- Financial management and controls are in place and further developed to support business case development in growth areas
- Operating model and organisational design changes are shaped and embedded
- Interfaces and accountabilities are clear, transparent and coherent
- Strategic capabilities are identified and appropriate coaching is provided to embed skills and processes within the business so continuous improvement is enduring.

2. Location

A mix of remote and onsite working is anticipated

3. Equipment

MOD will provide MODNET access and equipment during the contract.

4. Deliverables

#	Output Category	Description	Delivered
1	Workshop Advice and guidance to Leadership Team	Plan and execute a workshop to support Senior Leadership Team (SLT) focus on delivering the strategic priorities. Support SLT in the implementation of recommendations.	30 June 2022 18 Nov 2022
2	Artefact/Process development/Knowledge transfer	Undertake a review of governance and reporting, develop recommendations for more consistent and effective reporting. Mature understanding of the totality of reporting, designing and developing lines to take. Support Senior Leadership Team to improve quality of returns.	30 June 2022
3	Knowledge transfer	Financial acumen, linking departmental financial controls and supporting business case development / financial reporting.	31 October 2022
4	Artefact/Advice and guidance to Leadership Team	Operating model and organisational design changes are shaped, confirmed and embedded. Interfaces and accountabilities are clear, transparent and coherent.	31 October 2022
5	Advice and guidance to Leadership Team / Knowledge transfer	Strategic capabilities are identified and appropriate coaching is provided to embed skills and processes within the business so continuous improvement is enduring.	22 November 2022

5. Meetings and Reporting

It is anticipated the contractor will attend weekly Senior Leadership Meetings (virtual or in person). A monthly progress report is requested.

6. Quality Assurance

- **Primary Quality Assurance Standard Requirements** - No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627
- **Quality Plans** - No Deliverable Quality Plan is required reference DEFCON 602B 12/06.
- **Concessions** - Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.
- **Avoidance of Counterfeit Materiel** - Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan. 05135, Issue 2 – Avoidance of Counterfeit Materiel.

7. Buyer's Security Policy

- **DEFCON 658 & DEFSTAN 05-138** apply. The Cyber Risk Level has been assessed as 'Low' (RAR: 317343695). The supplier must complete a Supplier Assurance Questionnaire (SAQ) and provide a valid Cyber Essentials Certificate.
- **Security Aspects Letter (SAL)** dated 10 May 2022. Supplier acknowledges and complies with SAL.

8. Off-Payroll Working Rules (IR35)

- IR35 does not apply.

PERFORMANCE OF THE DELIVERABLES

Key Staff

Name: [REDACTED]
Role: [REDACTED]
Email: [REDACTED]
Tel: [REDACTED]

Name: [REDACTED]
Role: [REDACTED]
Email: [REDACTED]
Tel: [REDACTED]

Name: [REDACTED]
Role: [REDACTED]
Email: [REDACTED]

Key Subcontractors

██████████ (known as ██████████)
 Email Address: ██████████
 Mobile Number: ██████████
 Address: ██████████

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	23/05/2022	Date:	23.05.22