

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	NHS Arden & Greater East Midlands Commissioning Support Unit
Contracting Authority Contact	Chris Reynolds
Contracting Authority Address	Cardinal Square, 10 Nottingham Road, Derby, DE1 3QT
Invoice Address (if different)	NHS Arden and GEM CSU ODE Payables M405 Shared Business Service Phoenix House Topcliffe Lane Wakefield WF3 1WE Invoices: sbs.apinvoicing@nhs.net

Supplier Name	Seymour John Public Services
Supplier Contact	
Supplier Address	1 Aston Court, Bromsgrove Technology Park. Bromsgrove. Worcestershire, B60 3AL

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	TBC
Date order placed	
Call off Start Date	17 th October 2022
Call-Off Expiry Date	March 2023
Extension Options	No option to extend

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	
Temporary or Fixed Term Assignment	Not applicable
Hours / Days required	See details in call-off deliverables section of this contract
Unsocial hours required – give details	See details in call-off deliverables section of this contract
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	See details in call-off deliverables section of this contract.
Fee Type	3. Non-Patient Facing (No Disclosure required)
Expenses to be paid or benefits offered	See details in call-off deliverables section of this contract.
Expenses to be paid by Temporary Worker	See details in call-off deliverables section of this contract.
Charge rates	
Method of payment	Payment via BACS to Seymour John Public Services (Midlands) Limited. Milestone delivery-based invoicing.
Discounts applicable	N/A

Criminal records check required	N/A
BPSS required	N/A
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	See details in call-off deliverables section of this contract.
Issue of ID Badge (ID Badge must be worn at all times)	Provided by NHS Customer on commencement

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>Background</p> <p>For the last year AGCSU have taken over support and ongoing developing a php and nodejs site now on AWS elastic beanstalk. The site has both public and user areas and has been built around multiple plugins. The team are looking for a partner to deliver against a development SoW by end of fiscal year in alignment with customer milestones. The current approach is being revisited due to fiscal envelope. Current skills, technology experience required:</p> <ul style="list-style-type: none">• AWS general• AWS elastic beanstalk• AWS Cloud9 IDE (Integrated Development Environment)• WordPress• Divi Builder• Laminas• Laminas API Tools• Angular• DIVI• Word Fence• Smush• Formidable• GDPR cookie consent• Accessible• Rank Math• NHS Mail integration <p>Requirement</p> <p>The SOW is to deliver the following by end of fiscal year, augmenting the existing internal team and building their capabilities and knowledge whilst completing the work.</p> <ol style="list-style-type: none">1. Configuration refinements and management of the AWS environment - By 19th Dec2. IDE setup, configuration and documentation - By 18th Oct3. IDE deploy testing environment - By 18th Oct4. Configure code management in GitHub - By 19th Dec5. Technical Documentation of system and setup - By 19th Dec6. Delivery against customers SOW with milestones section below, dates as indicated7. Creation of test plans internal resource can complete - By 18th Oct8. Technical support from start till 31st Mar 239. Knowledge sharing from start till 31st Mar 23 <p>Customers SOW with milestones</p> <p>Sprint 2 & 3 planned to be dual running as currently experienced delays due to resourcing issue.</p> <p>Sprint 2 - Gamification - 6 weeks - Delivered ready for customer sign off 19th Dec 22</p> <p>Deliverables in this sprint would the following:</p> <ul style="list-style-type: none">• Rewards for completing an activity or goal e.g. badges• Easy to understand visuals e.g. Stage/achievements/activity/goals• Symptom tracker more interactive:

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- o Personalised screen e.g. welcome message
- o Stages to include time period e.g. Phase 1 – 1 to 2 weeks
- o Capability for Favourites e.g. service user can bookmark resources
- o Calendar – List activities/goals/tasks completed
- o Symptom thermometer graph
- o Activity progress
- o Goal progress

Sprint 3 - Backlog Developments - 5 weeks - Ready for sign off 19th Dec 22

Deliverables in this sprint would the following:

- Design and architecture documentation for Rehab Application
- Design and architecture documentation for Rehab Application database
- Symptom tracker more interactive:
 - o Make exercise mandatory so the service user cannot skip
 - o Difficulty rating in trackers to have some wording e.g. <0 Easy, 4-7 somewhat hard
 - o Currently in the 'Strength Training' section the service user has to complete all exercise sections to enable them to save. Enable users to save one or more.
 - o In 'Strength Training' section rename exercise called 'Tricep pull ups' to 'Pull ups'
 - o Sentence under the Keeping active challenge that says: To help you build up your activity, read the information here (link to about activity or getting moving again)
- Access after completion- pop up after completed feedback (task 6 stage 4)- saying with have access for 12 months.
- Writing down exercise in bouts (minutes and seconds) and (cumulative rather than continuous e.g., 2x15 mins instead of 1x30 mins)
- Link resources chosen for achieving goals- goes in recommended list in stages 2,3,4.
- Feedback pop-up doesn't distinguish between the 2 exercises (strength tracker)- (refer to feedback icons doc)
- Add ability to allow service user to change language in settings

Sprint 4 - Alerts & Emails - 2 weeks - Ready for sign off 9th Jan 23

Deliverables in this sprint would the following:

- Service user receives email notification if not logged in after 7 days
- Service users receives email notification if unread message in chat section
- Service user receives email notification if user not activated account after 2 days
- Amend text on email messages

Sprint 5 - Reporting - 3 weeks - Ready for sign off 30th Feb 23

The mandatory dataset (MDS) would be created in this sprint providing time for fields to be defined with the customer. This will provide a stable data set which can be utilized as required.

Sprint 6 - Administration - 6 weeks - Ready for sign off 6th Mar 23

Deliverables in this sprint would the following:

- Add functionality to re-add service users and HCPs once archived
- Service Provider Dashboard Completed patients go into list and not in the active patient list.
- Email notification to provider and identify in list by marking as red if patient has increased of 2 from previous score was 4 + on symptom thermometer
- On the Registration ACG page and pt site (registration): in the tests section, can another box be added for other so that clinicians can add ones in their service may collect,
- Also, can the patients name be on the list with their email/ code/ details etc. on the codes not activated page and all codes as it is difficult to identify patients by their email address as it is not always obvious who they are
- Service users also get an email when a patient has messaged
- cc services managing patient into some messages (i.e., the not logged in email)

Sprint 7 - On-Screen Push Notifications - 3 weeks - Ready for sign off 27th Mar 23

Deliverables in this sprint would the following:

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- Push notification if user has not accessed the app for a period of time. E.g. 7 days
- Push notifications to encourage users to complete activity or goal that is over-due
- Notification symbol appears in chat icon if there is an unread message in the chat section

Fiscal split

With 6 sprints to be delivered and wrap around elements funding draw down will be 1/7 for each sprint with the 1/7 remaining for the wrap around elements.

Maximum budget of £42.5k excluding VAT

PERFORMANCE OF THE DELIVERABLES

Key Staff

[REDACTED]

Key Subcontractors

N/A

Tender Response

Seymour John Public Services Response

[REDACTED]

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	18/10/2022	Date:	20/10/2022