

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	Colleen Knight
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 Ltd
Supplier Contact	████████████████████
Supplier Address	Suite 2 The Canterbury Business Centre 18 Ashchurch Road Tewkesbury Gloucestershire GL20 8BT

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	TBC

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Call off Start Date	July 2022
Call-Off Expiry Date	March 2023
Extension Options	No option to extend
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	N/A - SOW
Temporary or Fixed Term Assignment	N/A - SOW
Hours / Days required	N/A - SOW
Unsocial hours required – give details	N/A - SOW
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)		
Fee Type	Statement of Works (SOW). A full statement of works will be agreed for individual projects using framework rates as the basis for the overall project costs as required under the Crown Commercial Services Framework Agreement.	
Expenses to be paid or benefits offered	No	
Expenses to be paid by Temporary Worker	No	
Charge rates	Pre-AWR	Post-AWR
	£ N/A (SOW) (Hour/Day)	£ N/A (SOW) (Hour/Day)
Method of payment	<p>A Statement of works will be finalised for each project with key milestones agreed and linked to a payment profile. The supplier will be paid per milestone when they have successfully completed and received authorised sign off that the milestone has been completed</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p>	
Discounts applicable	N/A	

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	N/A

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State any skills, mandatory training and qualifications necessary for the role	None requested
Issue of ID Badge (ID Badge must be worn at all times)	None requested

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. THE PARTNER WILL BE REQUIRED TO SUPPORT THE BUSINESS INTELLIGENCE SERVICE WITH THE FOLLOWING AREAS (ILLUSTRATIVE NOT EXHAUSTIVE):

- Waiting list recovery: management of backlog and prioritisation of waiting lists
- Patient flow: help identify and avoid inappropriate admissions
- Insight analytics to support clinically led service transformation including cross-Provider services
- Targeted training within NHS Trusts to optimise the clinical and patient benefits of new tools being implemented (local and national)
- Application of AI and ML to support close to real time decision making

1.1 It is anticipated that the service will be provided by a call off arrangement for specific projects through a Statement of Work which will be agreed between AGEM and the Partner.

1.2 Any Statement of Work under this procurement will be limited to area outlined above in section 1

2. KEY MILESTONES

2.1 Key milestones and payment schedule will be agreed via each Statement of Work (SoW), this will be awarded from July 2022 to March 2023.

2.2 The total budget for this procurement will be £133k Inclusive of VAT.

3. AUTHORITY'S RESPONSIBILITIES

4. THE AUTHORITY WILL APPOINT A SENIOR RESPONSIBLE OFFICER FOR EACH STATEMENT OF WORK WHO WILL BE RESPONSIBLE FOR WORKING WITH THE PARTNER, ENSURING THAT THE PROJECT IS DELIVERED ON TIME AND THAT PAYMENTS ARE MADE ACCORDING TO THE SOW.

5. REPORTING

5.1 Reporting to be agreed for each SoW

6. CONTINUOUS IMPROVEMENT

6.1 Arden and GEM CSU are committed to the continuous improvement of services to our customers and will be interested in any innovative solutions that the partner may wish to present.

7. SUSTAINABILITY

7.1 The partner will have policy and processes in place to conform to the sustainability and Social Value requirements

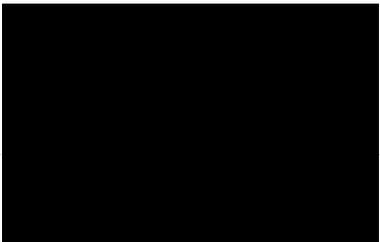
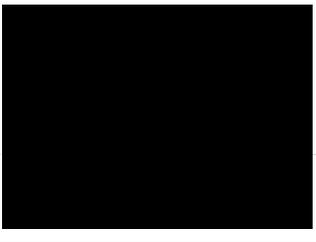
8. STAFF AND CUSTOMER SERVICE

8.1 Potential Provider's staff assigned to the Contract shall have the necessary qualifications and experience to deliver the Contract.

<p>9. SECURITY REQUIREMENTS</p> <p>9.1 Supplier staff will be legally bound by the requirements of GDPR and data protection and will be required to abide by AGEM’s corporate policies. This will include the requirements to complete Data Security and Awareness training prior to the commencement of work.</p> <p>10. PAYMENT</p> <p>10.1 The partner will be paid when they have successfully met the key milestone within the SoW</p> <p>10.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p> <p>11. BASE LOCATION</p> <p>11.1 The base location of where the Services will be carried out As per the specific SoW</p>
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PERFORMANCE OF THE DELIVERABLES

Key Staff
Sophie Peters – Account Manager as detailed in the SOW
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	Executive Director
Date:	06/06/2022	Date:	11/07/2022