

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:

NICE Mini-comp PSL

Acorn_Lot 1

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	National Institute of Health and Care Excellence
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Level 1A, City Tower, Piccadilly Plaza, Manchester, M1 4BT
Invoice Address (if different)	<p>Electronic invoices:</p> <p>To submit and monitor invoice progress, the supplier must register an account with NHS Shared Business Services using the link:</p> <p>http://tradeshift.com/supplier/nhs-sbs</p> <p>Or</p> <p>Paper invoices:</p> <p>NICE</p> <p>[REDACTED]</p> <p>Phoenix House Topcliffe Lane Wakefield WF3 1WE United Kingdom</p> <p>All invoices must include:</p> <ul style="list-style-type: none">• An invoice number.

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	<ul style="list-style-type: none"> • The contract number. • The billing address: NICE, [REDACTED], Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE, United Kingdom. • A claim for Value Added Tax (VAT) (if applicable) at the prevailing rate as applicable, the invoice must give the requisite details of the taxable supply. <p>Invoices sent to NICE shall be accurate and correct in all respects. NICE reserves the right to return incorrect or inaccurate invoices to the supplier for rectification and reissuance.</p> <p>NICE reserves the unconditional right to withhold payment of the invoice until the services are successfully concluded to the satisfaction of NICE, and NICE receives a copy of any relevant work created as a result of the services in a form acceptable to NICE.</p> <p>Expenses must be incurred within the appropriate levels agreed in advance with the NICE contract manager and within the limits of the NICE Travel Policy which shall be issued to the supplier by NICE if appropriate.</p>
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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 Admin & clerical temporary staff services
Order reference number (e.g. purchase order number)	NICE
Date order placed	
Call off Start Date	1st July 2022
Call-Off Expiry Date	30th June 2023
Extension Options	2 x 12 months
GDPR Position	Controller to processor
Job role / Title	To be confirmed on each assignment
Temporary or Fixed Term Assignment	Temporary assignment
Hours / Days required	To be confirmed on each assignment
Unsocial hours required – give details	N/a

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High cost area supplement details (NHS only)	1. None or 2. Inner London Pending location of each job role
Immunisation requirements? (Fee type 1 only)	n/a

Pay band (use rate card to determine this)	To be confirmed on each assignment	
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	None	
Expenses to be paid by Temporary Worker	n/a	
Charge rates	Pre-AWR to be confirmed on each assignment	Post-AWR to be confirmed on each assignment
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
	As defined in the RM6160 rate card	
Method of payment	Invoice, frequency to be defined in each assignment	
Discounts applicable	As per the rate card	

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	N/A
State any skills, mandatory training and qualifications necessary for the role	To be confirmed on each assignment

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>The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Non Clinical Temporary and Fixed Term Staff – <i>RM6160</i>. Framework Specification during the specified Call-Off Period</p> <p>The Contracting Authority will use the following process for each assignment:</p> <p>NICE will contact all five agencies for each assignment with the following information: - A copy of the job description and an overview of the key skills, qualifications and focus of the role.</p> <p>Agencies will be provided with a timeline detailing: - Briefing call: time and date CVs by: date (We request that all CV's are anonymised and do not include any personal information in line with our recruitment policy) Shortlisting by: date Invite to interview sent to the agency by: date Interviews: date Start date by: date Feedback to unsuccessful agencies re interview candidates only NICE will complete and submit a short call off form for the successful candidate(s).</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
<div></div> Recruitment Manager
Key Subcontractors
<div></div> , Recruitment Advisers

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority – Contract Manager:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	Senior HR Advisor
Date:		Date:	

For and on behalf of the Contracting Authority – Budget Holder:		For and on behalf of the Contracting Authority – Procurement:	
Signature:		Signature:	
Name:	 (Jul 28, 2022,	Name:	 (Jul 28, 2022, 5:14pm)
Role:	Deputy Director of Finance, Strategy & Commercial	Role:	Procurement Manager
Date:	28 Jul 2022	Date:	28 Jul 2022

Wed, 13th Jul 2022 16:36:21 BST	Sent the envelope to [REDACTED] [REDACTED] for signing. (35.179.60.205)
Wed, 13th Jul 2022 16:36:21 BST	[REDACTED] the envelope. (35.179.60.205)
Wed, 13th Jul 2022 16:36:03 BST	[REDACTED] viewed the envelope. (35.179.80.221)
Wed, 13th Jul 2022 12:47:17 BST	[REDACTED] opened the document email. (104.28.89.81)
Wed, 13th Jul 2022 12:26:51 BST	[REDACTED] the envelope. (35.179.80.221)
Wed, 13th Jul 2022 11:27:01 BST	[REDACTED] viewed the envelope. (35.179.60.205)
Wed, 13th Jul 2022 11:26:59 BST	Document emailed to [REDACTED] 18.169.242.12)
Wed, 13th Jul 2022 11:26:58 BST	Sent the envelope to [REDACTED]. (35.179.60.205)
Wed, 13th Jul 2022 11:26:58 BST	[REDACTED] signed the envelope. (35.179.60.205)
Wed, 13th Jul 2022 11:21:11 BST	[REDACTED] viewed the envelope. (35.179.60.205)
Wed, 13th Jul 2022 11:07:50 BST	Document emailed to [REDACTED] [REDACTED] [REDACTED] for signing. (2.218.152.12)
Wed, 13th Jul 2022 11:05:41 BST	[REDACTED] has been assigned to this envelope (2.218.152.12)
Wed, 13th Jul 2022 11:05:41 BST	[REDACTED] has been assigned to this envelope (2.218.152.12)
Wed, 13th Jul 2022 11:05:41 BST	[REDACTED] been assigned to this envelope (2.218.152.12)
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Wed, 13th Jul 2022 11:04:02 BST	Document generated with fingerprint 1496aa132b4c7a4035a2e7989fc1882f (2.218.152.12)
Wed, 13th Jul 2022 10:46:25 BST	Envelope generated by [REDACTED] (2.218.152.12)