

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 Venn_Lot 2

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 for Health and Care Excellence
Contracting Authority Contact	[REDACTED] Recruitment Manager
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>[REDACTED]</p> <p>Or</p> <p>Paper invoices: NICE [REDACTED] 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.• The contract number.• The billing address: NICE, [REDACTED] Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE, United

	<p>Kingdom.</p> <ul style="list-style-type: none"> 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	Venn Group
Supplier Contact	
Supplier Address	Cotton Centre, 3 rd Floor, Hays Lane, London, SE1 2QP

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 Corporate Functions
Order reference number (e.g. purchase order number)	NICE
Date order placed	
Call off Start Date	1 st July 2022
Call-Off Expiry Date	30 th June 2023
Extension Options	2 x 12 months
GDPR Position	Independent Controller
Job role / Title	To be confirmed on each assignment
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	To be confirmed on each assignment
Unsocial hours required – give details	n/a
High cost area supplement details (NHS only)	1. None or 2. Inner London
Immunisation requirements? (Fee type 1 only)	n/a

Pay band (use rate card to determine this)	To be confirmed on each assignment	
Fee Type	1. 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)
Method of payment	Invoice, frequency to be defined in each assignment	
Discounts applicable	As per the rate card or the rate defined in your bid	

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

The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Non Clinical Temporary and Fixed Term Staff – RM6160.

Framework Specification during the specified Call-Off Period

The Contracting Authority will use the following process for each assignment:

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.

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).




PERFORMANCE OF THE DELIVERABLES

Key Staff

Recruitment Manager

Key Subcontractors

Recruitment Advisers

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	 (Jul 8, 2022, 2:50pm)
Role:	Head of Healthcare (Contracts Manager)	Role:	Senior HR Advisor
Date:	01.07.2022	Date:	08 Jul 2022

For and on behalf of the Contracting Authority – Budget Holder:		For and on behalf of the Contracting Authority – Procurement:	
Signature:		Signature:	
Name:	 (Jul 13, 2022, 10:15am)	Name:	
Role:	Deputy Director of Finance, Strategy & Commercial	Role:	Procurement Manager
Date:	08 Jul 2022	Date:	13 Jul 2022