

# **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](#)**

NICE Mini-comp PSL

Sellick\_Lot 2

**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.

<b>Contracting Authority Name</b>	National Institute for Health and Care Excellence
<b>Contracting Authority Contact</b>	[REDACTED], Recruitment Manager
<b>Contracting Authority Address</b>	Level 1A, City Tower, Piccadilly Plaza, Manchester, M1 4BT
<b>Invoice Address (if different)</b>	<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:</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"><li>• An invoice number.</li><li>• The contract number.</li><li>• The billing address: NICE, [REDACTED], Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE, United</li></ul>

	<p>Kingdom.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <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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<b>Supplier Name</b>	Sellick Partnership
<b>Supplier Contact</b>	
<b>Supplier Address</b>	Queens Court, 24 Queen Street, Manchester, M2 5HX

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

<b>Pay band (use rate card to determine this)</b>	To be confirmed on each assignment	
<b>Fee Type</b>	1. Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	None	
<b>Expenses to be paid by Temporary Worker</b>	n/a	
<b>Charge rates</b>	Pre-AWR to be confirmed on each assignment	Post-AWR to be confirmed on each assignment
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
<b>Method of payment</b>	Invoice, frequency to be defined in each assignment	
<b>Discounts applicable</b>	As per the rate card or the rate defined in your bid	

<b>Criminal records check required</b>	No
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	n/a
<b>State any skills, mandatory training and qualifications necessary for the role</b>	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><i>The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Non Clinical Temporary and Fixed Term Staff – RM6160.</i></p> <p><b>Framework Specification</b> during the specified Call-Off Period</p> <p><i>The Contracting Authority will use the following process for each assignment:</i></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
██████████, Recruitment Manager
Key Subcontractors
██████████, Recruitment Advisers

**Order Form Template (Short Form)**  
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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	 (Jun 29, 2022, 9:12am)
Role:	Finance Director	Role:	Senior HR Advisor
Date:	21 Jun 2022	Date:	29 Jun 2022

For and on behalf of the Contracting Authority – Budget Holder:		For and on behalf of the Contracting Authority - Procurement:	
Signature:	 (Jul 6, 2022, 11:16am)	Signature:	 (Jul 6, 2022, 1:57pm)
Name:		Name:	
Role:	Deputy Director of Finance, Strategy & Commercial	Role:	Procurement Manager
Date:	06 Jul 2022	Date:	06 Jul 2022