**National Framework for the Provision of Clinical and Healthcare Staffing**

**Annex 1: Order Form**

**FROM:** *[GUIDANCE NOTE: To be populated by the Contracting Authority]*

|  |  |
| --- | --- |
| **CONTRACTING AUTHORITY** |  |
| **CONTRACTING AUTHORITY ADDRESS** |  |
| **INVOICE ADDRESS (if different)** |  |
| **CONTRACTING AUTHORITY**  **AUTHORISER NAME** | Tel:  e-mail: |
| **ORDER NUMBER** | 1. *[GUIDANCE NOTE: To be quoted on all correspondence relating to this Order:]* |
| **ORDER DATE** |  |
| **COMMENCEMENT DATE** | [GUIDANCE NOTE – pls see FAQs at foot of document] |
| **ANTICIPATED END DATE** | [GUIDANCE NOTE – pls see FAQs at foot of document] |

**TO:** *[GUIDANCE NOTE: To be populated by the Contracting Authority]*

|  |  |
| --- | --- |
| **SUPPLIER** |  |
| **SUPPLIER’S ADDRESS** |  |
| **ACCOUNT MANAGER** | Name:  Address:  Tel:  E-mail: |

|  |  |
| --- | --- |
| **PART 1: SERVICE REQUIREMENT**  *[GUIDANCE NOTE: Contracting Authority Service requirements to be inserted in below]*  *Precise details of the individual roles can be confirmed at the time of booking where the Call Off is for a defined period of time rather than (a) defined role(s).* | |
| **PART 1.1: SERVICE AND DELIVERABLES REQUIRED:** Temporary Worker Requirements: | |
| **LOT: (If Lots 1-5, please indicate if Master Vendor)** |  |
| **NUMBER OF ROLES REQUIRED:** |  |
| **NUMBER OF CVS REQUIRED:** |  |
| **Job Role/Title:** |  |
| **Pay Band/GRADE:** |  |
| **Hours/Days Required:** |  |
| **Any unsocial hours required? (give detail)** |  |
| **RELEVANT RISK ASSESSMENT/SAFEGUARDING REQUIREMENTS** |  |
| **Immunisation Requirements** |  |
| **High Cost Area Supplement?** | 1. No High Cost Area 2. Inner London 3. Outer London 4. Fringe |
| **Skills, Training and Qualifications necessary to performance of the role:** |  |
| **Person and Dept to whom work-seeker should report at start:** |  |
| **EXPENSES** |  |
| **aDDITIONAL REQUIREMENTS:** | *[GUIDANCE NOTE:*  *Call-off contracts etc.]* |
| **SHIFT START Date:** |  |
| **PART 1.2: Payment profile will be ‘on completion of works’ as per paragraph 9.3 of schedule 2 of these call-off terms and conditions.** | |
| **Discounts Applicable:** | *[GUIDANCE NOTE:*  *Volume/Prompt Payment/Introducing Candidate]* |
| **METHOD OF PAYMENT** | *[No PO, no pay – please insert invoicing procedure)* |  |
| **PART 1.3: Acceptance prior to Payment** | |
| *[GUIDANCE NOTE:*  *Completion of an assignment checklist by Service Provider]* | |
| **PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS & DELIVERABLES** | |
| *[GUIDANCE NOTE:*  *Provide details of the duration of the Call Off Contract, the Call Off award procedure, details of any discounts agreed as part of a Service Level Agreement.*  *Insert a statement of work to confirm the scope of the work under the Call Off Contract.*  *Provide details of any contractual obligations which differ than as set out in the Order Form and Call Off Terms, including any additional KPIs/service credits that may be required.*  *Provide details if paragraph 7, schedule 1 and paragraph 17 of schedule 2 (Staff Transfer) will apply to this Call Off Contract]*  *Include any supplemental requirements to the Call-Off Terms as stated in your statement of requirements under a further competition procedure bearing in mind that the Call-Off Terms issued by the Authority at the tender stage cannot be substantially amended.]”* | |
| **PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS (IF APPLICABLE)**  *[GUIDANCE NOTE:*  *This Part 3 must only be used if a further competition is being used to select the Service Provider.]* | |
| **PART 3.1: SupplementaRY Requirements in addition to Call-Off Terms and Conditions:** |  |
| **PART 3.2: Variations to Call-Off Terms and Conditions:** |  |
| **PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES** | |
| **PART 4.1: Key Personnel of the Service Provider to be involved in the Services and Deliverables:** |  |
| **PART 4.2: Sub-Contractors to be involved in the Services and Deliverables:** |  |
| **PART 5: CONFIDENTIAL INFORMATION** | |
| **PART 5.1:** **The following information shall be deemed Commercially Sensitive Information or Confidential Information:** |  |

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Supplier and the Authority.

**For and on behalf of the SUPPLIER:**

|  |  |
| --- | --- |
| **NAME:** |  |
| **TITLE:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |

**For and on behalf of the CONTRACTING AUTHORITY:**

|  |  |
| --- | --- |
| **NAME:** |  |
| **TITLE:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |

**Order Form FAQs**

**When should I use this order form?** – this form should be completed when you have agreed to source Temporary Worker/s from a Supplier using either a direct award or following completion of a further competition.

**Who should I send the form to?** – Once you have filled out the form it should be sent to the Supplier for signature. Both you and the Supplier should keep a signed copy of the form.

**Who is the Contracting Authority?** - This is your organisation. Whoever is paying the invoices should be entered here

**Who is the Supplier?** - The Recruitment Agency you are hiring the Temporary Worker from.

**What is a Call-Off Contract?** - is an individual contract between a Supplier and Contracting Authority for the provision of services, goods or works (deliverables) under the terms and conditions of the overarching framework contract. A Call-off from a framework is that final part Suppliers and Contracting Authority’s need to complete to begin working with each other.

**What are “deliverables”?** - This is a statement of what the Contracting Authority requires as part of the contract.

**What should I enter in “Order number”?** - A specific reference given/assigned by you, the Contracting Authority, that clearly identifies work undertaken as part of this call off.

**What should I enter in “Order Date”?** - The date that the terms of the call off are agreed.

**What is the “Commencement Date”?** - When supply is agreed to commence. This can be different from the order date e.g. the start of the next term.

**What is the “Anticipated end date”?** - This is a date defined by the Contracting Authority and can be any duration, 6 months etc. to suit the Contracting Authority’s needs. Note: the period should be long enough to ensure fair provision of services by the Supplier/s and that it gives reasonable time for any Contracting Authority conclusions to be made. Include here any contract extension options detailing how the call off may be continued after the Anticipated End Date.