

## Short Order Form FAQ's

**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 the framework Award Support Tool (Direct Award).

**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 (in this case, RM6160). 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 does “compliantly” mean?** - Ensures neither party is in breach of EU or procurement regulations i.e. Public Contracts Regulations 2015, minimises the risk of legal challenges.

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

**What should I enter in “Call Off (Order) Ref”?** - 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 “Call Off Start 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 “Call Off Expiry 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.

**What does “Extension Options” mean?** - This is where a Contracting Authority can state how a call off may be continued after the expiry date e.g. auto renew for 3 months or not applicable – it won’t continue etc.

**What is the GDPR position?** - The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the European Union (EU), the position defines how you handle and share data. The default position is independent controller - both you and the supplier acknowledge that they are each a separate and independent controller of any shared data. Each party shall comply with the obligations that apply to it as a controller under the GDPR, and each party shall be individually and separately responsible for its own compliance.

**What are “Key Subcontractors”?** - This means any agreed Supplier who will provide services to the main Supplier. The main Supplier will be solely responsible for these key subcontractors.

**What is BPSS?** - Baseline Personnel Security Standard is the required level of screening for any individuals working with or on behalf of a government department. BPSS checks were created to help reduce the risk of illegal workers, identity fraud and overall protect national security.

## We’re here to help

The Non Clinical Staffing deal can help ensure:

- full transparency of all costs, including the mark-up rate
- fair terms and conditions
- compliance with employment check standards

Find out more about getting started:

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