

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	CR-20230511-001
THE BUYER:	UK Export Finance
BUYER ADDRESS	1 Horse Guards Road, London, SW1A 2HQ
THE SUPPLIER:	Russell Reynolds Associates Ltd
SUPPLIER ADDRESS:	28 King Street, London, SW1Y 6QW
REGISTRATION NUMBER:	03258089
DUNS NUMBER:	543135206

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 12/05/2023.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S): Non-Executive and Public Appointments

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 12 (Clustering)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 17 (MOD Terms)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 19 (Scottish Law)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-off Schedule 21 (Northern Ireland Law)
 - Call-Off Schedule 23 (HMRC Terms)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: 17 May 2023

CALL-OFF EXPIRY DATE: 29 February 2024

GDPR POSITION
Independent Controller

MAXIMUM LIABILITY
The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF DELIVERABLES

Requirement

Provide executive search services for the UKEF Chair campaign, actively attracting candidates to the vacancy, using all appropriate networks from both the private sector and government

The Supplier will be responsible for the full range of executive search and selection activity. The Contracting Authority requires the following services for this executive search:

- Assistance in refining the search criteria, the design and placement of the appropriate advert and the candidate pack (some source material will be provided)
- Advice on media placement (along with actual placement of adverts)
- Market place research and use of networks to source candidates
- Sourcing a diverse set of suitably qualified candidates and encouraging them to apply
- Weekly updates on progress (via reports and meetings)
- Receipt, administration, and processing of applications including the collecting of diversity data using the template provided
- Sifting of applications (against the evaluation criteria) to produce a long list of recommended candidates for the panel to consider
- Conducting interviews of the 'long list' and producing a written report of the interview to enable the panel decide on a shortlist
- Relevant due diligence, using the UKGI due diligence template on candidates at short listing stage and interview stages, and as otherwise required by the Authority and UKGI, including obtaining detailed referencing. Relevant due diligence may include assessment of compliance with Principles of Public Life, and candidates' voluntary disclosure of information which could have, or could be perceived to have an impact on public confidence, candidate suitability, actual or potential conflict of interest, or embarrassment to government
- Assistance with preparation for final interviews (which will be conducted by the Contracting Authority and UKGI) and response handling
- Obtaining references and providing a written report of the conversation.
- Ad-hoc discussions with the Authority and UKGI on candidates
- Attendance at long listing and short-listing meetings with the appointment panel and any other meetings as required

- Liaising with candidates throughout the process, keeping them informed on progress, acting as an initial contact point for questions from candidates, and contacting unsuccessful candidates when directed to by the Authority and UKGI
- Diary management and arranging timings and dates for meetings, informal conversations, and interviews in co-ordination with UKGI
- Supporting UKGI and the Authority in obtaining approvals where necessary, including by providing information to enhance submissions to Ministers and attending meetings where relevant
- Providing timely data when requested including diversity data.

The contracting authority has asked UKGI to act as the 'manager' of this contract, UKGI will be responsible for providing the role specification, undertaking the interviews and the provision of a due diligence template.

The Authority can determine which advertising channels it wishes to call off from the suppliers advertising proposal. The Authority is not obliged to utilise all the listed advertising methods/media listed in the Supplier's proposal.

The Contracting Authority and UKGI will retain the shortlist, subject to General Data Protection Regulations (GDPR) compliance, with discretion to make appointments from this list for up to a period of 12 months post completion of the recruitment exercise.

The Supplier will be expected to deliver a diverse field of candidates who meet the criteria for the role. This will include proactively sourcing and identifying diverse candidates to ensure each stage of the competition (from longlist to shortlist and through into the interview process), includes individuals from protected characteristics with the skills and experience that meet the person specification. The contracting authority and/or UKGI reserve the right to request the supplier to continue the search if the field is not considered diverse enough for Ministers approval.

The Supplier will be expected to set out a clear approach for identifying such candidates, with a particular focus on female candidates, Black, Asian and Ethnic Minority candidates, and disabled candidates.

During the delivery of the Services, the Supplier will provide regular (weekly, or as agreed with the Contracting Authority and its representatives) updates on the recruitment exercise. The Supplier will also provide all cost updates in advance for sign-off, prior to submitting an invoice for payment.

The Contracting Authority is seeking to make one appointment from this exercise. This is not a guarantee of volumes during the contract term.

7-Week Campaign opening timetable – Subject to change during consultation.

Open Period	7 week campaign
Advert open (4 weeks)	22-May
Advert close	10-Jul

Longlisting	w/c
Draft Stage 2 update (& SEND) to Ministers (EMAIL)	17-Jul
Send round panel pack and scoring sheets	17-Jul

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Panel meeting to review the longlist	17-Jul
RRA meet with selected candidates (no candidate to be stood down)	14/07 1 week for interview and report writing
Shortlisting	w/c
Shortlist meeting	31-Jul
Submit Submission 3 to Ministers RRA conduct due diligence on Shortlist Inform Shortlisted candidates and standdown all other candidates (following Ministerial approval) Agree remaining interview questions	
Interviews	w/c
Fireside chats with shortlisted candidates	11-Sep
Interview of shortlisted candidates	18-Sep

CALL-OFF CHARGES

£52,500 + VAT. Any advertising will be charged at cost.



PAYMENT METHOD

BACS Transfer

Invoice(s) to be sent to:

UKEF.InvoicingTeam@ukexportfinance.gov.uk

BUYER'S INVOICE ADDRESS:

UK Export Finance

1 Horse Guards Road

London

SW1A 2HQ

UKEF.InvoicingTeam@ukexportfinance.gov.uk

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.8

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Assistant Director

[REDACTED]@ukgi.org.uk

1 Victoria Street, London, SW1H 0ET

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Executive Director

[REDACTED][@russellreynolds.com](mailto:[REDACTED]@russellreynolds.com)

Almack House

28 King Street, London

SW1Y6QW United Kingdom

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Managing Director

[REDACTED][@russellreynolds.com](mailto:[REDACTED]@russellreynolds.com)

Almack House

28 King Street, London

SW1Y6QW United Kingdom

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Managing Director	Role:	Assistant Director, UKGI
Date:	16.05.23	Date:	23.05.23