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

**Order Form**

CALL-OFF REFERENCE: 707217450

THE BUYER: Ministry of Defence, Defence Infrastructure Organisation (DIO)

BUYER ADDRESS MOD Main Building,

Whitehall,

London,

SW1A 2HB

THE SUPPLIER: GatenbySanderson Limited

SUPPLIER ADDRESS:14 King Street,

Leeds,

West Yorkshire,

LS1 2HL

REGISTRATION NUMBER:4451141

DUNS NUMBER: 424635477

SID4GOV ID: 424635477

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 **24/05/23**.

It’s issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services. Please see:’ 20230307 - SOR Executive Search 2 x MPP 1 Star Roles.docx’ for more details.

CALL-OFF LOT:

Lot 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

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)

1. CCS Core Terms (version 3.0.11)
2. 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: 24/05/2023

CALL-OFF EXPIRY DATE: 12 months after contract start date

GDPR POSITION

Independent Controller (default)

MAXIMUM LIABILITY

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

CALL-OFF DELIVERABLES

Please see: ‘20230307 - SOR Executive Search 2 x MPP 1 Star Roles.docx’ for more details of full statement of requirement.

Main POC to be the DIO People representative at all times with all direct correspondence to be shared with them.

A briefing meeting with the job owner, a DIO People representative (PR) and the Civil Service Commissioner to ensure probity and consistency of approach.  Purpose of meeting to understand and define the role specification, candidate specification, benefits and process/timeline. This will form the basis for review meetings every week in the initial 4-week search with the PR and the diary management and approach from DIO PR to support a timely and effective process.

Following the initial planning meeting we request that, unless specified, direct engagement with the job owner is not undertaken in order to manage time effectively due to the large conflicts and diary management needed.

A succinct report that identifies the approach, target audience and advertising methods. Identify and attract high calibre executives by determining organisational fit and promoting the key reward benefits from being a Senior Civil Servant.  Demonstrate steps taken to promote the role to a wide demographic of diverse candidates, including approaches via diversity networks, and supplementary information on recent successes in this area.

Identify a shortlist of suitable candidates for each role from target list and approach. Initial in-depth screening by approved headhunter and second stage screening by Senior headhunter. A face-to-face meeting or video conferencing preferred for 2nd stage by approved headhunter.

Summary Search report to be presented to job owner and People representative with full CV and interview reports for each recommended candidate. And a report detailing the outcome of EVERY approach.

Provide key Public and private sector insights and market intelligence to produce data insights into the current market position for each role, including diversity insights.

Produce diversity statistics every step of the way in the process for each role, detailing any challenges in the current market. Provide data tables of anonymous D&I information to analyse on final appointment of the representation of candidates who have applied vs successful and how to remove barriers and facilitate candidates from all backgrounds within the attraction methodologies.

Support in the engagement with candidates in completing their psychometric testing in a timely fashion so as not to delay any process.

Facilitate a 1:1 discussion and introduction with our job owner for “fire side chats”.

Engage and keep successful candidates for interview “warm” should diary conflicts mean a delay to proceedings for interview.

Engage and operate demonstrating transparency at all stages in the process to ensure DIO can support or escalate timings should we be in danger of losing exceptional candidates.

CALL-OFF CHARGES

£47,700 EX VAT

PAYMENT METHOD

Via CP&F/Exostar

BUYER’S INVOICE ADDRESS:

Via CP&F

BUYER’S AUTHORISED REPRESENTATIVE

***Redacted***

Commercial Officer

***Redacted***

MOD Main Building, Whitehall, London, SW1A 2HB

SUPPLIER’S AUTHORISED REPRESENTATIVE

***Redacted***

Head of Bids

***Redacted***

***Redacted***

SUPPLIER’S CONTRACT MANAGER

***Redacted***

Principal Consultant, Central Government

***Redacted***

***Redacted***

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | ***Redacted*** | Signature: | ***Redacted*** |
| Name: | ***Redacted*** | Name: | ***Redacted*** |
| Role: | Head of Bids | Role: | DIO Senior Commercial Officer |
| Date: | 24/05/2023 | Date: | 30/05/2023 |