

# Framework Schedule 6 (Order Form Template and Call-Off Schedules)

## Order Form

CALL-OFF REFERENCE: **TRHR3297C**

THE BUYER: **Department for Transport**

BUYER ADDRESS: Great Minster House, London SW1P 4DR

THE SUPPLIER: **GatenbySanderson Ltd**

SUPPLIER ADDRESS: 14 King Street,  
Leeds, LS1 2HL

REGISTRATION NUMBER: 4451141

DUNS NUMBER: 424635477

SID4GOV ID:

This Order Form is for the provision of the Call-Off Deliverables and dated 22<sup>nd</sup> May 2024.

It's issued under the Framework Contract with the reference number **RM6290** [Framework Contract Reference number] for the provision of **Provision of Executive Search Services for Senior Civil Services roles - Department for Transport and Agencies.**

CALL-OFF LOT(S):

**RM6290 – Lot 1: Executive Search – Grade 6, SCS1 and SCS2 (& 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6290**

Call-off Reference: TRHR3297A  
Project Version: v1.0  
Model Version: v3.9

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 Corporate Responsibility
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- 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 7 (Key Supplier Staff)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]  
[amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 14 (Service Levels)
  - Call-Off Schedule 15 (Call-Off Contract Management)
  - Call-Off Schedule 16 (Benchmarking)
  - Call-Off Schedule 20 (Call-Off Specification)

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 SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: **28<sup>th</sup> May 2024**

CALL-OFF EXPIRY DATE: **27<sup>th</sup> May 2026**

CALL-OFF INITIAL PERIOD: **24 months.**

### CALL-OFF DELIVERABLES:

The Authority is looking to appoint up to three Suppliers to support Executive Search activities for Senior Leadership roles. We are looking to develop strong, partnership working with our suppliers that will enable us to quickly scope and commission high quality, fit-for-purpose recruitment campaigns.

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Suppliers should have expertise and capability to deliver the activities out in paragraph 4.4 of the SoR. Suppliers should also have sufficient capacity to manage and deliver multiple projects simultaneously, often at pace if required.

Projects will be allocated to each supplier on a rolling basis, with the highest-ranking tenderer of this competition receiving the first brief to be delivered through the contract. The second brief will be sent to the second-ranking tenderer, and the third to the tenderer ranked third. Once all the suppliers on the contract have received one brief the order in which future briefs are allocated will follow the same process, with brief four being allocated to the highest-ranking tenderer, brief five to the second-ranked tenderer, and so forth.

### MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£150,000** (not a guaranteed commitment to spend).

### CALL-OFF CHARGES

See per schedule 4 and details in Call-Off Schedule 5 (Pricing Details)

Fixed Fee paid at milestones:

- 25% Placement of advert
- 25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
- 50% Appointment and acceptance of candidate

Rebate 50% of fee if candidate leaves within 6 months

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Supplier must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

All postal invoices and credit notes to be sent to:

Accounts Payable  
Shared Services Arvato  
Sandringham Park  
Swansea Vale  
Swansea SA7 0EA

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

SCS Resourcing and Onboarding Lead

[REDACTED]

@dft.gov.uk

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Commercial Relationship Manager

[REDACTED]

@dft.gov.uk

**BUYER'S ENVIRONMENTAL POLICY**



DfT Corporate  
Environmental Policy

**BUYER'S SECURITY POLICY**



DfT Information and  
Cyber Security Policy.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**Head of Bids**

[tenders@gatenbysanderson.com](mailto:tenders@gatenbysanderson.com)

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**Account Manager**

[REDACTED]

[@gatenbysanderson.com](mailto:@gatenbysanderson.com)

**PROGRESS REPORT FREQUENCY**

**Weekly reports**

**PROGRESS MEETING FREQUENCY**

Periodic progress meetings

**KEY STAFF**

**see Call-Off Schedule 7**

**KEY SUBCONTRACTOR(S)**

**none**

**COMMERCIALLY SENSITIVE INFORMATION**

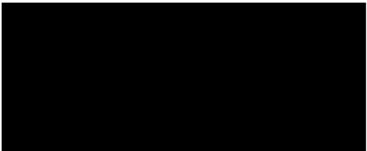
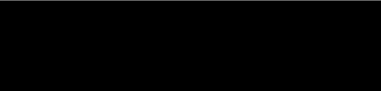


Not applicable

**SERVICE CREDITS**  
Not applicable

**ADDITIONAL INSURANCES**  
Not applicable

**GUARANTEE**  
Not applicable

**SOCIAL VALUE COMMITMENT**  
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Bids	Role:	Commercial Relationship Manager
Date:	24/05/24	Date:	29/5/24