

# RM6002: Permanent Recruitment

## Order Form Template

### (Short Form)

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6002 Permanent Recruitment. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

|   |   |
|---|---|
| <b>Buyer Name/Role</b>                    | [Redacted]  |
| <b>Buyer Contact details</b>              | [Redacted]  |
| <b>Buyer Address</b>                      | SCS2 Team, Government Recruitment Service<br>5th Floor, 151 Buckingham Palace Road, London SW1W 9SZ |
| <b>Invoice Address<br/>(if different)</b> | [Redacted]  |
| <b>Supplier Name</b>                      | Gatenby Sanderson   |
| <b>Supplier Contact</b>                   | [Redacted]  |
| <b>Supplier Address</b>                   | Gatenby Sanderson<br>14 King Street<br>Leeds<br>LS1 2HL   |

|                      |                                |
|----------------------|--------------------------------|
| <b>Framework Ref</b> | RM6002 (Permanent Recruitment) |
|----------------------|--------------------------------|

|   |  |                                  |
|---|--|----------------------------------|
| <b>Job Role details - Title and Grade</b> | 1 x Director Digital Customer Experience (SCS2)<br>1 x Head of Technology Services Security (SCS1) |                                  |
| <b>Framework Lot</b>                      |  |                                  |
|   | Lot 1 - <input type="checkbox"/>   | Lot 5 - <input type="checkbox"/> |
|   | Lot 2 - <input type="checkbox"/>   | Lot 6 - X                        |
|   | Lot 3 - <input type="checkbox"/>   | Lot 7 - <input type="checkbox"/> |
|   | Lot 4 - <input type="checkbox"/>   | Lot 8 - <input type="checkbox"/> |

|  |                                  |        |
|--|----------------------------------|--------|
| <b>Grade of Role</b>   | SCS2                             |        |
| <b>Direct Award authorised</b>   | Yes - <input type="checkbox"/>   | No - X |
| <b>Call-Off (Order) Ref</b>  | PRF01/42                         |        |
| <b>Customer Department</b>   | Department for Work and Pensions |        |
| <b>Order Date</b>  | 15 <sup>th</sup> June 2021       |        |
| <b>*Call-Off Charges (check these against Lot, Role and rate card)</b> | <b>£43,500</b>                   |        |
| <b>Call-Off Start Date</b>   | 15 <sup>th</sup> June 2021       |        |
| <b>Call-Off Expiry Date</b>  | 14 <sup>th</sup> December 2021   |        |
| <b>Extension Options</b>   | N/A                              |        |

**Payment Terms - PRF Framework rates are fully inclusive of expenses, and the Framework terms as follows:**

- Fixed Fee paid at milestones
  - 25% Placement of advert
  - 25% Acceptance of shortlist
  - 50% Successful Placement of worker
- Rebate 50% of fee if candidate leaves within 6 months

As clarified in the Bid Pack:

The payment terms above will be applied separately for each role based upon your quoted separate recruitment services cost that comprise your total bid.

For example, should there not be a successful placement in one of the two roles, the remaining 50% upon 'successful placement of worker', will not be payable by the Authority for that specific role.

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website:

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002>

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

**CALL-OFF DELIVERABLES**

**The requirement**

**GRS requires the following executive search services:**

**PLANNING AND LAUNCH**

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
  - Job description, person specification and salary
  - Designing a process, campaign literature and advertising strategy
  - Proposed search strategy and suggested timetable
  - Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them

- Produce final advertising material in cooperation with GRS(*GRS to purchase media requirements for PRF\_01\_42*)

## SEARCH AND ASSESS

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
  - Provide a dedicated contact for enquiries from prospective candidates
  - Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
  - Attend a mid-search progress review meeting with key stakeholders
  - Immediately after the vacancy has closed, provide GRS with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- 
- **At least 72 hours in advance of a longlist meeting, provide GRS with a 'longlist pack' which includes:**
    - CV and Supporting Statement of each applicant
    - A sift sheet (list of applications graded - A = recommended, B = marginal or C= not recommended, with a brief justification of the grade given)
    - Confirmation of candidates that have applied under the Disability Confident scheme
    - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- 
- **Attendance at a longlist meeting with the selection panel which is chaired by a civil service Commissioner at which you will present the outcome of your search and recommendations for longlist interview**
- 
- **Arrange and conduct preliminary interviews with agreed applicants (c.8-12)**
- 
- **At least 72 hours in advance of a shortlist meeting, provide GRS with a 'shortlist pack' which includes:**
    - CV and Supporting Statement of each applicant
    - A written report on each candidate interviewed, with each candidate graded - A = recommended, B = marginal or C= not recommended
    - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed (not applicable if fewer than 5 candidates were longlisted)

- **Support GRS, where necessary, on the coordination of any pre-agreed assessment processes**

#### CANDIDATE MANAGEMENT & COMMUNICATION

- **You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage**
- You are required to meet the following SLAs:
  - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
  - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
  - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date

#### PERFORMANCE OF THE DELIVERABLES

|                           |
|---------------------------|
| <b>Key Staff</b>          |
| N/A                       |
| <b>Key Subcontractors</b> |
| N/A                       |

#### Annex 1 – Gatenby Sanderson Pricing

##### Commercial proposal

[Redacted]

[Redacted]

**Additional costs as applicable**

|                                    |     |
|------------------------------------|-----|
| Candidate testing and assessment   | N/A |
| Advertising                        | N/A |
| Microsite development if required* | N/A |
| Candidate expenses                 | N/A |

The above fees are subject to more detailed briefing and contractual agreement. All fees and costs attract VAT at the prevailing rate.

| For and on behalf of the Supplier: |            | For and on behalf of the Buyer: |            |
|------------------------------------|------------|---------------------------------|------------|
| Signature:                         | [Redacted] | Signature:                      | [Redacted] |
| Name:                              | [Redacted] | Name:                           | [Redacted] |
| Role:                              | [Redacted] | Role:                           | [Redacted] |
| Date:                              | 16/06/2021 | Date:                           | 21/06/2021 |