

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

### Order Form

CALL-OFF REFERENCE:	24835
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House Tothill Street, Westminster London, SW1H 9NA
THE SUPPLIER:	Korn Ferry UK Ltd.
SUPPLIER ADDRESS:	Ryder Court, 14 Ryder Street, London, SW1Y 6QB England
REGISTRATION NUMBER:	00763575

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17 February 2022.

It's issued under the Framework Contract with the reference number RM6187 for the provision of Consultancy to support Strategy and Pilot Development – Capability Based Pay.

CALL-OFF LOT(S):  
Lot 5: HR

## **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. The following Schedules in equal order of precedence:

### **Joint Schedules for RM6187 Management Consultancy Framework Three (LOT5 – HR)**

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 11 (Processing Data)

### **Call-Off Schedules for RM6187 Management Consultancy Framework Three (LOT5 – HR)**

- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 15 (Call-Off Contract Management)

The link to the Call Off Core terms and the above Schedules is below (listed under Documents).

[Management Consultancy Framework Three \(MCF3\) - CCS \(crowncommercial.gov.uk\)](#)

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 February 2022**

**CALL-OFF EXPIRY DATE: 31 March 2022**

**CALL-OFF INITIAL PERIOD: 6 weeks**

## **BACKGROUND AND PROJECT DESCRIPTION**

Consultants, to undertake a piece of thought leadership to achieve the following outcomes:

- A Capability Based Pay approach that will support the organisation in growing a more flexible, multi-skilled workforce that will support change in how services operate.
- The Buyer will have a capability assessment approach utilising reward as a lever to achieve workforce shift.
- The Buyer will have a capability assessment approach that supports further organisational transformation.

- The Buyer will grow in the marketplace as a place of choice for employees.

### **CALL-OFF DELIVERABLES:**

- Research and Summary paper on capability and reward options
- Develop set of Critical Success Factors, with baselined data
- Options and Recommendations on Capability Assessment Design
- Options and Recommendations on assessment methodologies
- Provide expert input into user requirement for a skills assessment tool throughout the consultancy.
- Recommendation on how to collate data for a Buyer pilot
- Provide evaluation approach and framework
- Ensure a shared understanding of all options available with all stakeholders in respect of Capability Based Pay.

Please refer to the supplier proposal below.

### **Contract Management Meetings**

The Supplier/Buyer will hold weekly contract review meetings to discuss the Suppliers progress towards the deliverables and any issues encountered.

### **Project Location**

The Services will be performed remotely and there are no expectations for travel.

### **Buyer Obligations and Assumptions**

In addition to any other responsibilities or assumptions described in this Call-Off Contract, set forth below is a list of the obligations for which the Buyer will be responsible, conditions on the Supplier's performance, and assumptions upon which the Supplier relies in agreeing to perform the Services described in this Call-Off Contract (collectively "Buyer's Obligations"). If any of the Buyer's Obligations are not performed or prove to be incorrect, it may cause changes to the Charges Outputs, level of effort required to perform the Services, or otherwise impact the Supplier's performance of the Services, and the Supplier shall have no liability with respect to its inability to perform the Services. The Buyer shall grant to Supplier such additional time as is reasonable to provide the Services and/or the relevant Outputs, as the case maybe, and shall pay to the Supplier any additional Charges for any necessary additional effort.

The following Buyer Obligations shall be met for duration of the Call-Off Contract Initial Period.

1. Buyer shall set overall direction for the Supplier team, make choices on direction, options and priorities, and take ownership for the outcomes.
2. Supplier shall have no access to Buyer Personal Data.
3. Decisions to be made by the Buyer will be made promptly and without delay.
4. Buyer shall be responsible for obtaining, at no cost to Supplier, consents for Supplier's use of any third party products, including, but not limited to software

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(including purchase of any licences), necessary for Supplier to perform its obligations under this Call-Off Contract.

5. Buyer shall be responsible for the performance of other contractors or vendors engaged by Buyer in connection with the Project and ensuring that they cooperate with Supplier.
6. Any Confidential Information disclosed to third parties contracted by the Buyer shall be subject to equivalent confidentiality obligations of this Call-Off Contract.
7. Buyer shall be responsible for its operation and use of the Outputs and for determining whether to use or refrain from using any recommendation that may be made by Supplier. Buyer will be solely responsible for determining whether any Services provided by Supplier (i) meet Buyer's requirements; (ii) comply with all laws and regulations applicable to Buyer; and (iii) comply with Buyer's applicable internal guidelines and any other agreements it has with third parties.

### **MAXIMUM LIABILITY**

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

### **CALL-OFF CHARGES**

The Supplier's Charges for its Services are a fixed fee of £98,570 (excluding VAT) payable on acceptable completion of project and deliverables. The Buyer will provide a written acceptance or rejection to Supplier within ten (10) days after the receipt of the final version of the Deliverables. In the absence of any such notice, the Deliverables shall be deemed accepted by the Buyer, and the Supplier will invoice the Buyer accordingly.

Expenses are not anticipated as work shall be performed remotely. In the event Reimbursable Expenses are likely to be incurred, parties will agree an appropriate amendment to the Charges.

PAYMENT METHOD:

BACS

BUYER'S INVOICE ADDRESS:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE:

REDACTED

The Buyer's Program lead will be REDACTED who shall be responsible for the Buyer Obligations and Assumptions set out in this Call-Off Contract and the review and acceptance of Deliverables.

SUPPLIER'S AUTHORISED REPRESENTATIVE:

REDACTED

COMMERCIALLY SENSITIVE INFORMATION:

Not applicable

SERVICE CREDITS:

Not applicable

ADDITIONAL INSURANCES:

Not applicable

GUARANTEE:

Not applicable

SOCIAL VALUE COMMITMENT:

Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	REDACTED	Name:	REDACTED
Role:		Role:	
Date:		Date:	

SUPPLIER PROPOSAL - REDACTED