

**RM6002: Permanent Recruitment**

**Order Form Template**

**(Short Form)**

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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](https://www.crowncommercial.gov.uk/agreements/rm6002).

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| **Buyer Name** | Department for Environment, Food and Rural Affairs |
| **Buyer Contact** | Corry McDiarmid |
| **Buyer Address** | 2 Marsham Street  London  SW1P 4DF |
| **Invoice Address**  **(if different)** | [Accounts-Payable.def@sscl.gov.uk](mailto:Accounts-Payable.def@sscl.gov.uk)  Shared Services Connected Limited  PO Box 790  Phoenix House  Celtic Springs Business Park  Newport  NP10 8FZ |

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| **Supplier Name** | IRG Advisors LLP trading as Odgers Berndtson |
| **Supplier Contact** | Rebecca Royle (rebecca.royle@odgersberndtson.com) |
| **Supplier Address** | 20 Cannon St  London  EC4M 6XD |

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| **Framework Ref** | RM6002 (Permanent Recruitment) |
| **Framework Lot** | Lot 7 |
| **Call-Off (Order) Ref** | Project Ref 37168 |
| **Order Date** | 25/08/2022 |
| **Call-Off Charges** | Recruitment of Environment Agency CEO  Other related Costs- Not Known  **Estimated Total Cost - £62,500**  **Billing process**   * 25% Placement of advert * 25% Shortlist signed off by Buyer * 50% Appointment and acceptance of candidate   **Deliverables**  The above cost is based on our delivery of a full search and selection process and this is described in high level in the attached document.  **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 and launch on external media  **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 48 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 48 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 |
| **Call-Off Start Date** | 01/12/2022 |
| **Call-Off Expiry Date** | 31/03/2022 |
| **Extension Options** | N/A |
| **GDPR Position** | Independent Data Controller |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the ‘Documents’ tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002) webpage and click the “Documents” tab to view and download these.

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**

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| **The requirement** |
| Recruitment of Environment Agency CEO |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| **IRG Advisors LLP**  **Rebecca Royle**  **Laura Spurgin** |
| **Key Subcontractors** |
| Not Applicable |

**Execution of this Call-Off Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. It will be proposed and accepted via the APPENDIX 1 - LIST OF APPROVED USERS**

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| Name | Job Title | Contact Details |
| Corry McDiarmid | Senior Engagement Advisor in the Customer, Engagement and Market Research Team. | Corry.mcdiarmid@environment-agency.gov.uk |
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**APPENDIX 2**

Summary of Costs

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| **Business Area** | **No of roles** | **Total recruitment cost** | **Campaign site cost** | **Advertising costs** | **Total cost** |
| **DEFRA** | 1 | £62,500 | - |  | £62,500 |

**APPENDIX 3**

Job Description

**Defra Bravo eSourcing site.**