

**RM6002: Permanent Recruitment**

**Order Form Template**

**(Short Form)**

**Order Form Template**

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 StreetLondonSW1P 4DF |
| **Invoice Address** **(if different)** | Accounts-Payable.def@sscl.gov.ukShared Services Connected LimitedPO Box 790Phoenix HouseCeltic Springs Business ParkNewportNP10 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 CEOOther 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.**