



**Crown
Commercial
Service**

RM6002: Permanent Recruitment Order Form Template (Short Form)

Order Form Template (Short Form)
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[Buyer guidance: This Order Form, when completed and executed by both the Buyer and the Supplier, forms a Call-Off Contract from CCS framework RM6002, Permanent Recruitment. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise. You can complete and execute the Call-Off contract by either physical signature or by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, the text below must be copied into the electronic order 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.

Buyer Name	Redacted
Buyer Contact	Redacted
Buyer Address	Redacted
Invoice Address (if different)	Redacted

	Green Park Interim and Executive Limited
Supplier Name	Redacted
Supplier Contact	Redacted
Supplier Address	Redacted

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	7
Call-Off (Order) Ref	PRF/01/25
Order Date	16/10/19
Call-Off Charges	£27,880 + VAT
	21/10/19
Call-Off Start Date	21/02/20
Call-Off Expiry Date	
Extension Options	

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- Candidates are graded between A-B (A = recommended, B = marginal, C = not recommended)
- A total of between 8-10 candidates are invited to undertake a preliminary interview with the supplier

A shortlist of candidates to be assessed and subject to panel interview

- A further shortlist report is produced by the supplier detailing the outcome of the preliminary interviews
- The panel meet again chaired by the Commissioner
- The panel agree to shortlist between 3 to 6 candidates

Candidate handling and literature confirming all assessments and interviews

- Including date, time and location of interviews
- Details of assessments including deadline
- Confirmation in writing of all interview and assessment arrangements

PERFORMANCE OF THE DELIVERABLES

Key Staff

n/a

Key Subcontractors

n/a

For and on behalf of the Supplier:

For and on behalf of the Buyer:

Signature:

Signature:

Name:

Name:

Role:

Role:

Date: 14-11-2019

Date: 15 Nov 2019

Appendix 1 - List of Approved Users

Framework Ref: RM6002 Permanent Recruitment

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

Help at Planning Stage to design a process to and literature to support selection, to include:

- Meeting with the vacancy holder to hear in depth view on the role and its responsibilities
- Understanding the role, the programme and its future direction.
- Advising on advertising options and length
- Likely search area for potential applicants
- Salary advice (though not a formal salary survey)
- Approach to diversity and a diverse field of candidates

Launching of the role via CS and other media:

- Including on a bespoke microsite built by the supplier.

Placement of advertising:

- Via external sources identified at the planning stage

An application list of suitably qualified and experience candidates:

- The supplier to collate all applications via advertising
- The supplier to pro-actively approach individuals potentially suitable for the role requirements

A diverse field of applicants:

- Based on the conversations about diversity at the planning meeting

A longlist of candidates to be interviewed preliminarily

- After attendance at a longlist meeting with the selection panel chaired by a Civil Service Commissioner
- A report is produced by the supplier containing all applications and their grading of their suitability based on the agreed person specification

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This list identifies those individuals within the Buyer Organisation that are authorised to access the framework and place orders with the Supplier.

Name	Job Title	Contact Details

