

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	[REDACTED] [REDACTED] Cabinet Office
Buyer Contact details	[REDACTED]
Buyer Address	HZ11, Fourth Floor, One Horse Guards Road, London, SW1A 2HQ
Invoice Address (if different)	As Above

Supplier Name	[REDACTED] - Russell Reynolds [REDACTED]
Supplier Contact	[REDACTED]
Supplier Address	Russell Reynolds Associates, 28 King Street, London, SW1Y 6QW

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Permanent Secretary - DSIT
Framework Lot	Lot 1 - Lot 2 - X

Direct Award authorised	Yes - X
Call-Off (Order) Ref	PRF/01/87
Customer Department	Cabinet Office

Order Date	16/04/25
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*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £65,500 (ex VAT) paid at milestones.
Call-Off Start Date	16/04/25
Call-Off Expiry Date	16/10/25
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services Framework rates are fully inclusive of expenses, and the Framework terms as follows:

- 25% Placement of advert
- 25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
- 50% Appointment and acceptance of candidate

The Supplier shall note that in the event:

- that the Buyer cancels the recruitment requirement, the Buyer will be responsible for the payment of the fee up to the point in the process at which the recruitment has been cancelled
- that the Supplier cancels the recruitment at any point after the placement of advert, the Buyer will make only the first 25% payment; and
- of the appointed candidate leaving the position for any reason within 6 months of the appointment contract start date, the Supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Buyer's sole discretion).

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 Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

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
Pricing Proposal See Annex 3
Security management schedule See Annex 4

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 3 - Pricing proposal

<u>Company Name: Russell Reynolds</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services		£ 65,500

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.

- **No additional services other than Executive Recruitment Services are required.**

Annex 4 – Security management schedule

6 - Schedule A – Security Management Schedule



SECURITY MANAGEMENT SCHEDULE		
Supplier obligations		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		

<div>The Supplier must return or delete</div> <div></div>	<div></div>	<div></div>
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Signed - via DocuSign
Supplier
<Supplier Sign Here>
<div></div> <div></div> <div>4/16/2025</div>
Buyer
<Commercial Sign Here>

[Redacted]

[Redacted]

[Redacted]

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4/17/2025