



Crown  
Commercial  
Service

# **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](#).

<b>Buyer Name</b>	Department for Education
<b>Buyer Contact</b>	<REDACTED>
<b>Buyer Address</b>	Department for Education
<b>Invoice Address (if different)</b>	<REDACTED>

<b>Supplier Name</b>	Saxton Bampfylde Hever
<b>Supplier Contact</b>	<REDACTED>
<b>Supplier Address</b>	9 Savoy Street, London, WC2E 9EG

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	Lot 6
<b>Call-Off (Order) Ref</b>	
<b>Order Date</b>	
<b>Call-Off Charges</b>	Provision of Executive Search: £29,000  - See Appendix A
<b>Call-Off Start Date</b>	20/04/2022

<b>Call-Off Expiry Date</b>	20/10/2022
<b>Extension Options</b>	
<b>GDPR Position</b>	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](#) 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**

### **The requirement**

- Provide executive search services for campaign to recruit <REDACTED>
- Deliver a diverse field of candidates who meet the criteria for the role;
- Generate a diverse pool of candidates for the role;
- Adhere to Civil Service Commission Recruitment Principles throughout the campaigns, as well as adhering to Civil Service nationality requirement;
- Work with the DfE team throughout to ensure the service provided adheres to current standards, particularly CS Commission's Recruitment Principles;
- Actively manage candidates throughout the selection process, keeping them informed and engaged throughout;
- Provide weekly search reports and/or calls to the panel and DfE team;
- Provide paperwork to all panel members for each stage of selection;
- Conduct a pre-sift of all applications received;
- Conduct interviews with all longlisted candidates, providing long list reports;
- Where requested by the Customer to administer psychometric tests for all shortlisted candidates in advance of interviews;
- Ensure diversity monitoring forms are completed for all shortlisted candidates;
- Provide 2 references for all shortlisted candidates;
- Work to provide a service which meets the scheduling requirements of the Department.

### **Timelines for Service Delivery**

From the date of award, the supplier will work with the client to ensure that the recruitment is launched on the client's timelines.

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	Briefing and drafting	Research to longlisting	Longlisting to shortlisting	Client interviews	Appointment and onboarding
APRIL	<ul style="list-style-type: none"> <li>Saxton Bampfylde appointed.</li> <li>Key administrative contacts identified on both sides and timetable confirmed.</li> </ul>				
MAY	<ul style="list-style-type: none"> <li>Briefing meetings with key staff/stakeholders.</li> <li>Role specification drafted and agreed; advertisement finalised.</li> </ul>				
	Briefing and drafting	Research to longlisting	Longlisting to shortlisting	Client interviews	Appointment and onboarding
W/C 23 <sup>RD</sup> MAY	<ul style="list-style-type: none"> <li>Research starts with dedicated researcher for duration of project.</li> <li>Advert appears, responses handled by Saxton Bampfylde.</li> </ul>				
W/C 30 <sup>TH</sup> MAY W/C 6 <sup>TH</sup> JUNE	<ul style="list-style-type: none"> <li>Research continues, regular updates from Saxton Bampfylde.</li> </ul>				
W/C 13 <sup>TH</sup> JUNE	<ul style="list-style-type: none"> <li>Research concludes, advert closes.</li> <li>Confidential search report, market feedback and proposed recommendations sent to Department of Education via confidential extranet.</li> <li></li> </ul>				
	Briefing and drafting	Research to longlisting	Longlisting to shortlisting	Client interviews	Appointment and onboarding
W/C 20 <sup>TH</sup> JUNE	<ul style="list-style-type: none"> <li>Longlisting meeting to review research and advert response and identify individuals to be interviewed by Saxton Bampfylde.</li> <li>Saxton Bampfylde stands down candidates not longlisted.</li> </ul>				
W/C 27 <sup>TH</sup> JUNE W/C 4 <sup>TH</sup> JULY	<ul style="list-style-type: none"> <li>Saxton Bampfylde interviews longlisted candidates.</li> <li>Shortlist report and recommendations sent to Department of Education via confidential extranet.</li> </ul>				
W/C 11 <sup>TH</sup> JULY	<ul style="list-style-type: none"> <li>Shortlisting meeting to agree candidates to be invited for formal interview with Department of Education</li> <li>Saxton Bampfylde stands down candidates not shortlisted.</li> </ul>				
	Briefing and drafting	Research to longlisting	Longlisting to shortlisting	Client interviews	Appointment and onboarding
W/C 18 <sup>TH</sup> JULY	<ul style="list-style-type: none"> <li>First round interviews/informal conversations for shortlisted candidates.</li> <li>Executive assessment tests and feedback (optional).</li> <li>Saxton Bampfylde stands down unsuccessful candidates.</li> </ul>				
W/C 25 <sup>TH</sup> JULY	<ul style="list-style-type: none"> <li>Formal panel interviews. Preferred candidates identified; reserve candidate(s) kept warm.</li> <li>Saxton Bampfylde takes up telephone references on preferred candidate.</li> </ul>				
	Briefing and drafting	Research to longlisting	Longlisting to shortlisting	Client interviews	Appointment and onboarding

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W/C 1<sup>ST</sup> AUGUST

- Offer and negotiations.
- Appointment confirmed.
- **Department of Education** announces appointment.

**Key Performance Indicators (in addition to KPIs in Part B of the RM6002 Framework agreement)**

Metric	KPI	What information is required to measure this KPI?	How will the KPI be measured?	Red	Green
Delivery	The search firm to meet the timeline set out by the client for the delivery of the campaign. Any delays discussed and agreed in writing by the Buyer	Progress reports sent to client at each stage in the timelines.	Through regular liaison between both parties and progress reports sent to the DfE recruitment team.	Timeline not met with significant fluctuation or delays to the suggested timeline by more than two weeks, unless pre-agreed in writing with the Buyer.	Timeline met to within two weeks or any further delays clearly discussed and agreed to in writing by the Buyer.
Reporting	Weekly search reports provided to the hiring department for the duration of the advert window.	During advert stage: a search report detailing applications to date, candidate sources, potential candidates, action required by the department and current Diversity data.	By the delivery of weekly search reports	Failure to deliver weekly search reports.	Search reports supplied for each week the advert is live.

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Campaign paperwork	Candidate reports provided in a timely manner for each stage of the recruitment process (from longlist through to interview stage).	A report to be provided and if desired by the Buyer a review meeting (by phone or in person – to be agreed) scheduled following each campaign milestone as listed in 'Timelines for Service Delivery'	Through the timely delivery of reports to the client and attendance at any scheduled review meetings (phone or in person) arranged following each recruitment milestone.	Report not received within three working days following each milestone as listed in 'Timelines for Service Delivery', unless pre-agreed with the client in writing.	Report received within three working days or any delays clearly discussed and agreed to by Buyer.	
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**PERFORMANCE OF THE DELIVERABLES****Key Staff:** <REDACTED>

Research and admin team

**Key Subcontractors**

N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	Partner, Consultant	Role:	
Date:	26/04/2022	Date:	

**Annex A – Payment Schedule**

Stage	Fee due
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Advert live	£7,250
Shortlist signed off by the client	£7,250
Offer accepted by candidate	£14,500

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