

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	C175452
THE BUYER:	The Secretary of State for Health and Social Care acting as part of the Crown
BUYER ADDRESS	39 Victoria Street Westminster SW1H 0E London
THE SUPPLIER:	Hays Specialist Recruitment Limited
SUPPLIER ADDRESS:	4th Floor 20 Triton Street, London, United Kingdom, NW1 3BF
REGISTRATION NUMBER:	00975677
DUNS NUMBER:	227170826
SID4GOV ID:	[Insert if known]

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26 May 2023.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S):

- Lot 1 Executive Search - SCS2 Director of Communications

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 12 (Clustering)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: **26 May 2023**

CALL-OFF EXPIRY DATE: **31 July 2023**

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF DELIVERABLES

Hays Executive have been engaged to provide an external executive agency search to secure a suitable candidate for the SCS2 post of Director of Communications for DHSC.

This will include the running of the campaign itself and all relevant components in line with the Civil Service recruitment principles with the addition of their expert skills in attracting and engaging candidates that would otherwise miss this opportunity with a traditional campaign. Hays Executive in addition to their individual search skills they will advertise the opportunity on relevant job sites. During the candidate attraction exercise they will also provide expert longlisting and shortlisting ensuring that the candidates are the best fit for the role and ready they fully understand the recruitment process. Additionally following the conclusion of the recruitment exercise we will engage a feedback session to aid continuous improvement. The requirement to be delivered by the Hays Executive to DHSC in accordance with RM6229 Framework Schedule 1a Specification.

The Supplier shall use reasonable endeavours to ensure the suitability of a candidate for the engagement. However, Buyer must also satisfy itself as to the suitability of the candidate and shall be responsible for taking up and/or confirming any references (including the confirmation of any professional or academic qualifications or any authorisation required by law) provided by the candidate and / or the Supplier before engaging the candidate.

CALL-OFF CHARGES

A maximum of £23,000.00 ex VAT Redacted in line with Section 43 of The FOIA

PAYMENT METHOD

All invoices must be send quoting a valid Purchase Order number.
To Redacted in line with Section 40 of The FOIA

Within 10 Working Days of receipt of your countersigned copy of the Contract, we will send you a unique Purchase Order number (the “**PO Number**”). You must be in receipt of a valid PO Number before submitting an invoice.

All invoices must be send quoting a valid PO Number. Every payment request must be accompanied by a current statement of accounts; this is a standard commercial process and should show all invoices raised and amounts outstanding. Copy invoices

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

requiring payment must be sent with all statement of accounts with supporting documents. The minimum supporting documents required are an invoice and packing list.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Authority Representative). Noncompliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to:

Redacted in line with Section 40 of The FOIA

The Buyer must pay the Supplier the Charges within 30 days of receipt by the Buyer of an undisputed invoice, in cleared funds using the payment method and details stated in the Order Form.

BUYER'S INVOICE ADDRESS:

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

BUYER'S AUTHORISED REPRESENTATIVE

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

SUPPLIER'S CONTRACT MANAGER

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

Redacted in line with Section 40 of The FOIA

