

**APPENDIX 1**

**ORDER FORM**

**FRAMEWORK AGREEMENT (000942)**

**Managing Temporary and Permanent Recruitment**

**FROM**

<b>Contracting Authority</b>	Government Actuary's Department (GAD)
<b>Address</b>	Finlaison House 15-17 Furnival Street LONDON EC4A 1AB
<b>Invoice Address</b>	Finance team Email Address for invoices: accounts.payable@gad.gov.uk
<b>Contact Ref</b>	Name: Abigail Williams Phone: 07984 713 048 e-mail: Abigail.williams@gad.gov.uk

**TO**

<b>Provider</b>	Reed Specialist Recruitment Ltd
<b>Address</b>	1st Floor Northampton 900 900 Pavilion Drive Northampton, NN4 7RG
<b>Contact Details</b>	Name: Tracey Dawes Phone: 07817 141656 Email: tracey.dawes@reedglobal.com
<b>Key Personnel</b>	Head of Talent Delivery: Jon Budd

<b>1. TERM</b>
<b>1.1 Commencement Date</b>
1.1.1 This Contract shall commence on 12 <sup>th</sup> September 2022
<b>1.2 Expiry Date</b>
1.2.1 This Contract shall expire on 15 <sup>th</sup> April 2023, with the option to extend to 13 <sup>th</sup> May 2023

## 2.

## SERVICES

2.1 – Reed to deliver a graduate recruitment campaign to secure 12-16 trainees and analysts for the 2023 intake – the service will include:

- Designated resources
- Support with role advertisements including review of JD/advert, direct engagement with universities and associated societies
- Introduction of our Applicant tracking system which will host a GAD specific application form and reporting capabilities
- Initial sift against your specific criteria
- Standard competency tests
- Numerical, Inductive and Deductive reasoning test package
- Co-ordination of any assessment centres
- Co-ordination of the candidate process
- Supply of paperwork to allow GAD to on-board
- End of campaign report, including D&I statistics for applicants at all stages

In addition, GAD reserve the right to request assessors for deploy at assessment centres.

### 2.2 Base Location

Remote

**2.3 As per Clause 13.5.1 the refund scale for with regards to a Permanent Placement leaves within the first ten (10) weeks of their Placement and a suitable replacement is not found is as follows:**

Given the reduction on standard terms of business, we are unable to offer a rebate on the placement fee. However placement fee invoices will be raised on start date, to help minimise the risk of non-starters.

### 2.4 Implementation Plan Details

Project plan and milestone reporting to be shared on a weekly basis

### 2.5 Key Personnel

Head of Talent Delivery: Jon Budd

Solutions Director – Tracey Dawes

## 3.

## AMMENDMENTS TO TERMS AND CONDITIONS

**If amendments are to be made by the provider and contracting authority, please include these here and sign Appendix 4.**

#### 4. PAYMENT PROVISIONS

<b>Contract Price</b>	<p>4 weekly management fee of £7,400</p> <p>Per placement fee for each graduate £1,030</p> <p>In addition, GAD wishes to reserve the right to require Reed to provide assessors for use at assessment centres where each assessor is chargeable at £360 per day per assessor.</p> <p>Numerical, Inductive and Deductive reasoning test package at cost of £25.25 per person</p>
<b>Funding</b>	
<b>Invoicing Arrangements</b>	<p>Email Address for invoices: accounts.payable@gad.gov.uk</p> <p>Monthly management fee will be invoiced every 4 weeks and placement fee will be invoiced upon start date of each graduate, all with 30 days payment terms.</p>

#### 5. CONFIDENTIAL INFORMATION

**The following information shall be deemed Commercially Sensitive Information or Confidential Information:**

We would expect this call off contract to be deemed confidential

#### 6. SPECIAL TERMS AND CONDITIONS

TBC

## SIGNATURE PAGE

### SIGNED BY OR ON BEHALF OF THE PARTIES

#### Authorised to sign for and on behalf of the Contracting Authority

Signature



Date

07/09/2022

Name in Capitals

SHAMAILLA RASHID

Address

15-17 FURNIVAL STREET, FINLAISON HOUSE,  
LONDON EC4A 1AB

#### Authorised to sign for and on behalf of the Provider

Signature



Date

09.09.22

Name in Capitals

LEE GUDGEON

Address

900 Pavilion Drive, Northampton, NN4 7RG

## Appendix 4

### CALL-OFF TERMS AND CONDITIONS VARIATION FORM

#### CALL-OFF TERMS AND CONDITIONS FOR SERVICES

[Name of Lot] .....

No of Order Form being varied:.....

Variation Form No:.....

#### BETWEEN:

[ ] ("the Contracting Authority")

and

[ ] ("the Provider")

1. The Order is varied as follows; [list details of the Variation]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

#### Authorised to sign for and on behalf of the Contracting Authority

Signature .....

Date .....

Name in Capitals .....

Address .....

#### Authorised to sign for and on behalf of the Provider

Signature  .....

Date .....09.09.22.....

Name in Capitals .....LEE GUDGEON.....

Address .....900 Pavilion Drive, Northampton, NN4 7RG.....

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