



Crown
Commercial
Service

RM6002: Permanent Recruitment Order Form Template (Short Form)

Order Form Template (Short Form)

Crown Copyright 2018

[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	NHS Digital
Buyer Contact	REDACTED
Buyer Address	NHS Digital 1 Trevelyan Square Boar Lane Leeds LS1 6AE
Invoice Address (if different)	NHS DIGITAL T56 PAYABLES A125 PHOENIX HOUSE TOPCLIFFE LANE WAKEFIELD WF3 1WE

Supplier Name	Saxton Bampfylde
Supplier Contact	REDACTED
Supplier Address	9 Savoy Street London WC2E 7EG

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Lot 6 (DDaT)
Call-Off (Order) Ref	RM6002
Order Date	17 th March 2020
Call-Off Charges	<ul style="list-style-type: none">Pricing for mandatory services under Recruitment Framework RM6002 for Lot 6 is based on a fixed fee price against Civil Service pay grades or equivalent salary brackets, a copy of agreed pricing is attached.

Order Form Template (Short Form)

Crown Copyright 2018

	<ul style="list-style-type: none">• Payment of fees will be staged dependent on fulfilment of the below recruitment activities. Stage 1 - 25% of fee paid upon commencement Stage 2 - 25% of fee paid with opening of public advert Stage 3 – 25% of fee paid following shortlisting Stage 4 – 25% of fee paid once an offer has been accepted• All pricing is subject to VAT.
Call-Off Start Date	17/03/2020
Call-Off Expiry Date	16/03/2021
Extension Options	N/A

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
<p>NHS Digital require the services of Saxton Bampfylde to source and recruit a Clinical Director for NHS Pathways. Further information regarding the specific skills, knowledge and experience required for a candidate to be successful is contained within the job description for the role which has been provided (Appendix B); the job description maybe subject to slight changes as deemed necessary by the contracting authority.</p> <p>Further information regarding the services Saxton Bampfylde will provide can be found in the Project Overview document titled "Saxton Bampfylde Proposal – NHS Digital – Clinical Director Pathways" (Appendix A).</p> <p>Key dates:</p> <ul style="list-style-type: none">- Presentation of longlist no later than Tuesday 5th May 2020 (7 weeks from 17th March 2020)- Advert to be placed once there is a viable longlist of candidates from search activity

Order Form Template (Short Form)

Crown Copyright 2018

- Provision of shortlist no later than Tuesday 26th May 2020 (10 weeks from 17th March 2020), candidates to be invited to interview ASAP after that
- Panel interviews to be held roughly w/c 1st June – exact date TBC depending on availability of NHS Digital's panel (11 weeks from 17th March 2020)
- Offer to be made to successful candidate shortly after panel interview

These dates are indicative, any strong candidates and stand out applications are to be progressed quicker through the process given the urgent need to fill this vacancy.

The Supplier shall provide a rebate of 50% of the fee if the successful candidate leaves within 6 months.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED Partner, Consultant REDACTED
REDACTED Partner, Associate Consultant REDACTED
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	REDACTED	Name:	REDACTED
Role:	Consultant, Head of Health Practice	Role:	Specialist Resourcing Partner
Date:	02.04.2020	Date:	01.04.2020

Appendix 1 - List of Approved Users

Order Form Template (Short Form)
Crown Copyright 2018

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
REDACTED	Specialist Resourcing Partner	<u>REDACTED</u> REDACTED

Appendix A

Saxton Bampfylde Proposal – NHS Digital – Clinical Director Pathways

REDACTED

Appendix B

NHS Digital – Clinical Director Pathways (JOB DESCRIPTION)

REDACTED