

**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
Buyer Contact details	REDACTED
Buyer Address	REDACTED
Invoice Address (if different)	
Supplier Name	Korn Ferry

<b>Supplier Contact</b>	<b>REDACTED</b>
<b>Supplier Address</b>	Korn Ferry, 14 Ryder Street, London, SW1Y 6QB

<b>Framework Ref</b>	RM6290 – Executive and Non-Executive Recruitment Services
<b>Job Role details - Title and Grade</b>	DG NISTA (SCS3)
<b>Framework Lot</b>	Lot 1 - <input type="checkbox"/> Lot 2 - X

<b>Direct Award authorised</b>	Yes - <input type="checkbox"/> No - X
<b>Call-Off (Order) Ref</b>	PRF/01/82
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	3 <sup>rd</sup> December 2024

<b>*Call-Off Charges (check these against Lot, Role and rate card)</b>	The total Contract value is a fixed fee of <b>£60,000</b> (ex VAT) paid at milestones.
<b>Call-Off Start Date</b>	4 <sup>th</sup> Dec 2024
<b>Call-Off Expiry Date</b>	3 <sup>rd</sup> Dec 2025
<b>GDPR Position</b>	Independent Data Controllers
<b>Extension Options</b>	N/A

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

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six 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 Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs. • Invoices should be submitted to: see above

#### **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
<b>DG NISTA requirement</b>  See Annex 1
<b>Supplier proposal</b>  See Annex 2 -Korn Ferry – Supplier Proposal <b>REDACTED</b>
<b>Pricing Proposal</b>  See Annex 3 - Korn Ferry <b>REDACTED</b>
<b>Security management schedule</b>  See Annex 4

**PERFORMANCE OF THE DELIVERABLES**

Key Staff
N/A
Key Subcontractors
N/A

**Annex 1 – DG NISTA requirement**

	DG National Infrastructure and Service Transformation Authority
	London or Darlington
	The salary for this role is expected to be set within the SCS3 pay band range of £128,000 - £208,100.
	Launch - Dec 2024 Close - Jan 2025 Interview - end Feb 2025

The National Infrastructure and Service Transformation Authority (NISTA) will become the Government's centre for expertise for infrastructure investment and major projects. It will sit at the heart of government, reporting to HM Treasury and the Cabinet Office, and will form a key part of the Government's approach to addressing barriers to infrastructure investment in the UK. By incorporating what is currently the National Infrastructure Commission and the Infrastructure and Projects Authority into a single organisation, it will bring oversight of infrastructure strategy and delivery under one roof.

NISTA will have responsibility for implementing the Government's new, 10-year infrastructure strategy; addressing planning blockages through planning reform; and supporting successful delivery of a wide range of infrastructure and major projects ranging from railways, schools and housing to defence, IT and major service transformation programmes. To this end, the organisation will oversee the Government Major Projects Portfolio and provide expert advice on projects as part of an enhanced assurance function of project delivery and of service transformation. This will include advice provided to Ministers on major investment decisions through the Major Project Review Group process. The organisation will also work with an independent Expert Advisory Committee to provide oversight and hold Government to account on infrastructure investments and delivery.

As the centre of excellence in project delivery, NISTA will also be the home of the project delivery function with responsibility for training programmes and capability building, embedding expertise throughout Government to tackle the wide-ranging capital project portfolio now standing at around 227 projects with a total investment value of around £834 billion. This centre of expertise will also extend to private financing initiatives, ensuring the project pipeline is attractive to private investors and that the government receives high-quality advice on private

finance and investment in major projects. In its purpose, NISTA is part of a wider community of functions in Government, including the finance, digital and commercial professions, with which it will work in partnership.

The role of the Chief Executive of NISTA will advise on the improvement of quality, cost, schedule, performance and project outcomes. The role will be involved in Government's highest profile infrastructure and transformation programmes, retaining and exercising independent and expert judgement to improve efficiency, assess and escalate risks and take corrective action to maximise success in major project execution, through the Major Projects Review Group and other assurance fora. The role holder will be expected to build strong relationships with the independent Expert Advisory Committee to support these assessments, and to build constructive partnerships across Government (including directly with Ministers) and with industry partners and stakeholders. The role holder is expected to lead highlevel external engagement, including with regulators, industry, investors and the broader supply chain. As head of the project delivery profession, the role holder will be responsible for building strong project teams, sponsoring the Major Projects Leadership Academy and setting stretching standards for capability in major project delivery.

As a new organisation, the role holder is expected to develop NISTA functions and scope to ensure it can deliver the Government's ambition on infrastructure, investment and growth. They will be responsible for c. 240 staff, located across multiple sites, and a budget of c. £40 million. The role holder is expected to provide leadership and set the vision for NISTA, leading the design and delivery of NISTA's full scope, transition of IPA and NIC functions into NISTA, and establishing it as an authoritative and respected new body within Government.

[The post-holder will also act as Accounting Officer for NISTA. As Accounting Officer, the post-holder will be expected to account to Parliament for stewardship of NISTA's resources including by attending hearings of Public Accounts Committee if required. A full outline of the responsibilities of Accounting Officers can be found in HM Treasury's *Managing Public Money* guidance ([Managing public money - GOV.UK](https://www.gov.uk/government/publications/managing-public-money)).]

#### Essential Criteria

- Leadership of high profile, multi-billion-pound projects and programmes of comparable complexity and risk as the Government's Major Projects Portfolio
- Success in developing and sustaining high performing teams within large organisations and in building organisational capability, expertise, performance, confidence and financial results in project outcomes
- Strong track record of collaborative working across organisational boundaries and experience working in matrix structures
- Significant experience of effectively advising on strategy, action and compliance on high risk projects and programmes to very senior stakeholders
- Credibility with very senior stakeholders inside and outside Government, including success in sustaining an outstanding reputation for delivering major projects through expert management of a complex range of stakeholders
- Organisational leadership at the most senior level, including experience of sitting on an executive committee, or reporting directly into an executive committee member;

#### Desirable Criteria

- Accreditation against a recognised project management standard, such as PRINCE2 or equivalent
- Experience of setting up new organisations and leading and managing organisational change processes successfully



Annex 3 - Pricing proposal

<b><u>Company Name: Korn Ferry</u></b>		
	<b>Capped Cost - Standard Rate</b>	<b>Capped Cost - Rate Offered for this Procurement</b>
<b>The Provision of Executive Search Services</b>	<b>REDACTED</b>	<b>£ 60,000</b>

- 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

SECURITY MANAGEMENT SCHEDULE		
<b>Supplier obligations</b> <b>Core requirements</b> The Supplier must comply with the core requirements set out in Paragraphs 3 to 8. Where the Buyer has selected an option in the table below, the Supplier must comply with the requirements relating to that option set out in the relevant Paragraph:		
Security Standard	Requirement	Your Response
<b>Certifications</b> (see Paragraph 3)		
The Supplier must have the following Certifications:	Cyber Essentials Plus* or ISO27001* *please delete as applicable	Yes
<b>Locations</b> (see Paragraph 4)		
The Supplier and Subcontractors may store, access or Process Government Data in:	The United Kingdom only	Yes
<b>Security testing</b> (see Paragraph 9)		
The Supplier must undertake security testing and remediate any vulnerabilities, where it is technically feasible to do so:	Before Processing Government Data	Yes
<b>Cloud Security Principles</b> (see Paragraph 10)		
The Supplier must assess the Supplier System against the Cloud Security Principles	<ul style="list-style-type: none"> <li>• Before Processing Government Data</li> <li>• when required by the Buyer.</li> </ul>	Yes
<b>Encryption</b> (see Paragraph 12)		
The Supplier must encrypt Government Data while at rest or in transit	Throughout the term of the contract.	Yes
<b>Protecting Monitoring System</b> (see Paragraph 13)		
The Supplier must implement an effective Protective Monitoring System	Throughout the term of the contract.	Yes
<b>Patching</b> (see Paragraph 14)		
The Supplier must patch vulnerabilities in the Supplier System promptly	Throughout the term of the contract.	Yes
<b>Malware protection</b> (see Paragraph 15)		
The Supplier must use appropriate Anti-virus Software	Throughout the term of the contract.	Yes
<b>End-user Devices</b> (see Paragraph 16)		
The Supplier must manage End-user Devices appropriately	Throughout the term of the contract.	Yes

<b>Vulnerability scanning</b> (see Paragraph 17)		
The Supplier must scan the Supplier System monthly for unpatched vulnerabilities	Throughout the term of the contract.	Yes
<b>Access control</b> (see paragraph 18)		
The Supplier must implement effective access control measures for those accessing Government Data and for Privileged Users	Throughout the term of the contract.	Yes
<b>Return and deletion of Government Data</b> (see Paragraph 19)		
The Supplier must return or delete Government Data when requested by the Buyer	When required by the Buyer.	Yes
<b>Physical security</b> (see Paragraph 20)		
The Supplier must store Government Data in physically secure locations	Throughout the term of the contract.	Yes
<b>Security breaches</b> (see Paragraph 21)		
The Supplier must report any Breach of Security to the Buyer promptly	As soon as reasonably practicable after becoming aware of the breach, and in any event within [24] hours.	Yes

Signed - via Docusign		
Supplier		
<Supplier Sign Here>		
REDACTED	Date Signed:	03/12/2024
Buyer		
<Commercial Sign Here>		
REDACTED	Date Signed:	03/12/2024