

RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	GLA 82245
THE BUYER:	Greater London Authority
BUYER ADDRESS	City Hall, Kamal Chunchie Way, London, E16 1ZE
THE SUPPLIER:	KORN FERRY (UK) LIMITED
SUPPLIER ADDRESS:	Ryder Court, 14 Ryder Street, London, SW1Y 6QB
REGISTRATION NUMBER:	Company Registration Number 00763575
DUNS NUMBER:	N/A
SID4GOV ID:	N/A

Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables and dated 02 May 2023

It's issued under the Framework Contract with the reference number RM6187 for the provision of Strategic HR Services

CALL-OFF LOT(S): Lot 3

Call-off incorporated terms

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6187

3. The following Schedules in equal order of precedence:

Joint Schedules for RM6187 Management Consultancy Framework Three

- Joint Schedule 1 (Definitions) - Mandatory
- Joint Schedule 2 (Variation Form) - Mandatory
- Joint Schedule 3 (Insurance Requirements) - Mandatory
- Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
- Joint Schedule 6 (Key Subcontractors) NOT USED
- Joint Schedule 7 (Financial Difficulties) NOT USED
- Joint Schedule 8 (Guarantee) – NOT USED
- Joint Schedule 9 (Minimum Standards of Reliability) – NOT USED
- Joint Schedule 10 (Rectification Plan) - Mandatory
- Joint Schedule 11 (Processing Data) - Mandatory

Call-Off Schedules

- Call-Off Schedule 1 (Transparency Reports) – NOT USED
- Call-Off Schedule 3 (Continuous Improvement) – NOT USED
- Call-Off Schedule 6 (ICT Services) – NOT USED
- Call-Off Schedule 7 (Key Supplier Staff) – NOT USED
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 9 (Security) – NOT USED
- Call-Off Schedule 10 (Exit Management) – NOT USED
- Call-Off Schedule 12 (Clustering) – NOT USED
- Call-Off Schedule 13 (Implementation Plan and Testing) – NOT USED
- Call-Off Schedule 14 (Service Levels) – NOT USED
- Call-Off Schedule 15 (Call-Off Contract Management) -
- Call-Off Schedule 16 (Benchmarking) – NOT USED
- Call-Off Schedule 17 (MOD Terms) –NOT USED
- Call-Off Schedule 18 (Background Checks) - NO USED
- Call-Off Schedule 19 (Scottish Law) – NOT USED
- Call-Off Schedule 20 (Call-Off Specification) -
- Call-Off Schedule 21 (Northern Ireland Law) - NOT USED
- Call-Off Schedule 23 (HMRC Terms) – NOT USED

4. CCS Core Terms
5. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

Supplier terms are not 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

Call-off start date: 02/05/2023

Call-off expiry date: 31/05/2024

Call-off initial period: 14 months

Call-off deliverables:

In line with the Mayoral Priorities of

- 1) Citywide leadership and creating policies to improve London for all
- 2) Building thousands of more genuinely affordable homes to buy and rent
- 3) Making transport more affordable, better and greener
- 4) Tackling air pollution to make the air we breathe safe for everyone
- 5) Making sure Londoners from all walks of life can enjoy arts and culture
- 6) Fighting for London's economy – supporting business, protecting jobs, boasting skills provision and increasing the

standard of living for all Londoners

- 7) Ensuring the safety and security of London
- 8) Encouraging London's diverse communities to come together

the Authority is seeking a review and implementation of an approach to people management and development that supports long-term performance goals with an overall framework i.e. Framework for Total Reward Management



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Reward Project Fina

Outline of Project and Deliverables

In response to the Authority's needs, the Supplier will deliver the following Services:

1) Project set up and finalise design principles

Facilitate a kick off session to agree detailed project plan and underpinning activities, respective roles and responsibilities, timetable, deliverables, and governance arrangements with the GLA project manager. Facilitate an additional meeting with the HR team to initiate the project and support internal communications.

Provide data collection template for GLA to complete (establishment data) and request all available JDs, structures and reward policies and procedures.

Facilitate a workshop with the CE and Executive team/ project team to finalise the design principles for reward strategy that will underpin all the outputs, including how the outputs will be used in various HR processes (recruitment, development, hi-potentials, performance management). The Supplier will use its JE Method to underpin the critical processes to ensure fairness and equity are built in the design of all outputs.

2) Develop Job families architecture and job families

Up to 7 Job Families will be underpinned by Korn Ferry's JE Method and written to reflect recognised work levels and enable the implementation of the Authority's 7-grade structure. Activities will include engagement with the Executive team/ project group, development of the architecture (including type and number of families and number of recognisable work levels), agree the format for Job family descriptions, and draft level descriptors for each level in each family, align vertically and horizontally, and review with project team. Evaluate the level descriptors using Korn Ferry's proprietary JE Method and align with the 7-grade structure to ensure equity across each of the job families.

3) Develop role profiles

Agree framework for role profiles (application and outline content), draft up to 150 profiles and review with nominated group of managers in up to 3 sessions. Work with HR to collect initial feedback and make appropriate changes where necessary. The role profiles will be underpinned by Korn Ferry's JE Method and aligned with the JF framework, grading, and evaluation structure. Includes wider GLA-group engagement meeting for specific, limited sets of role profiles which have a broader relevance e.g. development and planning.

4) Competencies

Review the Authority's competency model and work with HR team to align where appropriate with the underpinning accountabilities within each of the job families and across all the families.

5) Mapping

Using completed data collection template, the Supplier will use its understanding of the Authority to map all staff to the job families and roles profiles. This will be a desk top exercise, using the available information that the Supplier has gathered to date. Review our initial assessment with HR/ nominated managers and update mapping. The outputs from this working session will be reviewed with HR to take forward.

6) Reward Review

Supplier will facilitate a reward strategy workshop with the CE and executive team/ project team to initiate the detailed reward review.

Using data collection template and agreed job sizing from the mapping process the Supplier will:

- Conduct equal pay analysis based on 'work rated as equivalent' and identify key outliers for remediation via the annual pay award
- Use KF Pay benchmarking (Public and not-for profit market)/GLA benchmarking sources to assess GLA's market alignment
- Review the application of market supplements and provide recommendations for fair and consistent application
- Propose pay ranges for grades based on an alignment of existing/new increments to which take into account the benchmarking for each of the new seven grades
- Develop a cost model for implementation of new pay ranges and conduct an equality impact assessment
- Demonstrate the impact of arrangements on equal pay and gender pay gaps

Supplier will facilitate a final meeting to review the outputs from our analysis with the CE and HR team to take forward.

Assumptions:

GLA has project management resources to set up and manage the project internally – ensuring meetings are organised according to the agreed project plan and timetable. All relevant documents are being collected and readily available.

Security

Short form security requirements apply

Maximum liability

The Year 1 Charges used to calculate liability in the first contract year are [REDACTED]

The Fees are based on the scope of Services described herein. Any changes to the scope of Services will result in a change in Fees. The Parties will mutually agree in writing to all changes to Services and the corresponding change in Fees.

Fees are non-contingent, non-transferable, and non-refundable unless specifically stated otherwise in this Call-Off Order Form.

Call-off charges

Reference:	GLA 82245
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	Grade	Partner	Managing Consultant	Principal Consultant	TOTAL
	Day Rate (excluding VAT)	[REDACTED]	[REDACTED]	[REDACTED]	
	Number of days	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Project set up and design principles		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Develop job families		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Develop role profiles		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Review competencies		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Workforce mapping		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Reward Review		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Invoicing Schedule

The Fees will be invoiced as follows:

Activity		Invoice Date	Invoice Value
Project set up and develop job families		30 August 2023	
Complete roles profiles		30 October 2023	
Review competencies and mapping		30 November 2023	
Complete reward review		28 February 2024	

Reimbursable expenses

None Permitted.

Payment method

BACS

Buyer's invoice address

GLA Accounts Payable
PO Box 45276
14 Pier Walk
London
SE10 1AJ

FINANCIAL TRANSPARENCY OBJECTIVES

The Financial Transparency Objectives apply to this Call-Off Contract.

Buyer's authorised representative



Supplier's authorised representative



Supplier's contract manager



Progress report frequency

Bi weekly update reports (to be agreed)

Progress meeting frequency

Monthly governance meeting

Key subcontractor(s)

Not applicable

Commercially sensitive information

Pricing

Service credits

Not applicable

Additional insurances

Not applicable

Guarantee

Not applicable

Buyer's environmental and social value policy

Not Used

Social value commitment

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

For and on behalf of the Supplier:

Signature:

Name: [REDACTED]

Role: Senior Client Partner

Date: 3rd May 2023

For and on behalf of the Buyer:

Signature:

Name: 

Role: Head of People

Date: 04/05/2023