

# RM6002: Permanent Recruitment

## Order Form Template

### (Short Form)

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. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

<b>Buyer Name/Role</b>	<b>[REDACTED]</b> - Head of Governance and ALB Support Strategy, Delivery and Private Office Group, Cabinet Office
<b>Buyer Contact details</b>	<a href="#">[REDACTED]</a> _____
<b>Buyer Address</b>	[REDACTED] 1 Horse Guards Parade London SW1A 2HQ
<b>Invoice Address (if different)</b>	Invoices will be sent to  <b>[REDACTED]</b>  Additionally, copies of invoices should be emailed to <b>[REDACTED]</b>  _____

<b>Supplier Name</b>	KORN FERRY (UK) LIMITED
<b>Supplier Contact</b>	[REDACTED] <hr/>
<b>Supplier Address</b>	Ryder Court, 14 Ryder Street, London EC4M 6XD

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)	
<b>Job Role details - Title and Grade</b>	Cabinet Office Non Executive Board Members	
<b>Framework Lot</b>	Lot 1 - <input type="checkbox"/> Lot 2 - <input type="checkbox"/> Lot 3 - <input type="checkbox"/> Lot 4 - <input type="checkbox"/>	Lot 5 - <input type="checkbox"/> Lot 6 - X Lot 7 - <input type="checkbox"/> Lot 8 - <input type="checkbox"/>

<b>Direct Award authorised</b>	Yes - X                      No - <input type="checkbox"/>
<b>Call-Off (Order) Ref</b>	PRF/01/59a - CO NEBM recruitment (x2)
<b>Order Date</b>	7 <sup>th</sup> April 2022
<b>*Call-Off Charges</b>	<b>£65,000.00 in total for both roles</b>
<b>Call-Off Start Date</b>	11 <sup>th</sup> April 2022

<b>Call-Off Expiry Date</b>	11 <sup>th</sup> October 2022
<b>Extension Options</b>	N/A

**Payment Terms - PRF Framework rates are fully inclusive of expenses, and the Framework terms as follows:**

- Fixed Fee paid at milestones
  - 25% Placement of advert
  - 25% Acceptance of shortlist
  - 50% Successful Placement of worker
- Rebate 50% of fee if candidate leaves within 6 months

**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

Attach the following documents:

Job Role

[REDACTED]

Bid Pack

[REDACTED]

Supplier proposal

[REDACTED]

## PERFORMANCE OF THE DELIVERABLES

### Key Staff

N/A

### Key Subcontractors

N/A

## Annex 1 – KORN FERRY (UK) LIMITED - Pricing

### Commercial proposal

Fee for recruitment of two (2) Cabinet Office Non Executive Board Member – Digital, leadership and change expertise

**£65,000 total**

All fees and costs attract VAT at the prevailing rate.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Managing Partner, Board & CEO Practice, UK	Role:	Deputy Commercial Director
Date:	8 <sup>th</sup> April 2022	Date:	08/04/2022