

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **WP2161**

THE BUYER: **Cabinet Office- Government Digital Service**

BUYER ADDRESS: **10 Whitechapel Building, Whitechapel High Street,
London E1 8QS**

THE SUPPLIER: **IRG Advisors LLP trading as ODGERS BERNDTSON**

SUPPLIER ADDRESS: **20 Cannon Street, London, EC4M 6XD**

REGISTRATION NUMBER: **OC354226**

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **3 October 2023**.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S):

- Lot 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 11 (Processing Data)
 - Framework Schedules for **RM6290**
 - Framework Schedule 6 (Order form)
 - Framework Schedule 9 (Cyber Essentials Scheme)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

No other Supplier terms are 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 START DATE: **3 October 2023**

CALL-OFF EXPIRY DATE: **2 October 2024**

GDPR POSITION

Both parties are Independent Data Controllers

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF DELIVERABLES

The estimated value of this service is based on 3 recruitment campaigns managed by the appointed supplier and candidate assessments carried out by the Occupational Psychologists. We expect approximately 4-5 candidates will be shortlisted for each campaign. Our overall SCS recruitment approach will take place in 4 stages (longlist, shortlist, assessments, final interview to recruit a total of 3 SCS) for which payment will be made per campaign. Below is a summary of each role and candidate requirements:

Director Platforms and Service Transformation (SCS2)

Campaign Deliverables: October 2023 - December 2023

This role will set the strategy and priority focus for GDS, lead the product development teams, and lead on building relationships across government to make change happen. The role will require candidates with significant experience in project and programme delivery and above all be able to show an ability to take things from concept to completion.

Chief Technology Officer (CTO)

Campaign Deliverables: November 2023 - January 2024

The Chief Technology Officer will spearhead our technology vision and execution. The successful candidate will have a comprehensive understanding of current technology landscapes, including a variety of languages and tools, cloud and serverless technologies, as well as advanced knowledge in the field of artificial intelligence (AI), particularly in generative AI and large language models (LLMs).

Chief Information Security Officer (CISO) (SCS1)

Campaign Deliverables: February 2024 - April 2024

The CISO will be tasked with making our in-house built digital products more secure and resilient from attack. This is likely to be achieved by building an in-house AppSec function to integrate security seamlessly into the software development lifecycle. They will also be tasked with building out and maturing our security governance and operations capability.

The supplier will be expected to deliver a seamless recruitment service at each stage of the process. This will also include delivering an effective and inclusive attraction strategy, the development of candidate information to support each campaign (candidate packs), weekly search calls, and the management of diversity data during and after each recruitment campaign.

CALL-OFF CHARGES

The Maximum total Call-off Contract Value is up to **£194,040 excluding VAT**.

The initial estimated contract value for the initial 12 month term from (3 October 2023 - 2 October 2024) is **£97,020** excluding VAT. Subject to further approval/agreement the Call-Off Contract can be uplifted/extended by a further **£97,020**, totalling to **£194,040 excluding VAT**.

Payments will be made per campaign. Future role fees beyond the initial three to be mutually agreed. Details of initial campaigns are listed in Schedules 5 and 14.

Subject to further approval the Call-Off Contract can be extended/uplifted for 1 period of up to 12 months.

PAYMENT METHOD

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

Invoices will be sent to:

REDACTED, and **REDACTED** which is at **REDACTED, REDACTED, REDACTED**.

Within 20 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number to **REDACTED**. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). If you have a query regarding an outstanding payment please contact our Accounts Payable team by email to:
REDACTED.

BUYER'S INVOICE ADDRESS:

REDACTED, APinvoices-CAB-U@gov.sscl.com which is at Cabinet Office, PO Box 405, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED
REDACTED
REDACTED

BUYERS DATA PROTECTION REPRESENTATIVES

General queries at; **REDACTED**

Data Protection Officer at **REDACTED**

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Designated Member- **REDACTED**

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

REDACTED

REDACTED

For and on behalf of the Supplier: IRG Advisors LLP trading as Odgers Berndtson		For and on behalf of the Buyer: Cabinet Office- Government Digital Service	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	