



Crown  
Commercial  
Service

# **RM6002: Permanent Recruitment Order Form Template (Short 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](#).

<b>Buyer Name</b>	Cabinet Office
<b>Buyer Contact</b>	REDACTED
<b>Buyer Address</b>	Kings Pool, Unit 4 Foss House, 1-2 Peasholme Grn, York YO1 7PX
<b>Invoice Address (if different)</b>	

<b>Supplier Name</b>	IRG Advisors LLP (Trading as Berwick Partners)
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	20 Cannon St, London EC4M 6XD

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	7
<b>Call-Off (Order) Ref</b>	APR22CCSDD
<b>Order Date</b>	4 <sup>th</sup> April 2022
<b>Call-Off Charges</b>	Role 1: REDACTED  Role 2: REDACTED  Potential additional role. REDACTED
<b>Call-Off Start Date</b>	4 <sup>th</sup> April 2022
<b>Call-Off Expiry Date</b>	3 <sup>rd</sup> October 2022 (6 months)
<b>Extension Options</b>	6 month option until 2 <sup>nd</sup> April 2023
<b>GDPR Position</b>	Independent Controller

### CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

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**

#### **SUMMARY OF REQUIREMENTS**

- Executive Search for 2 x Commercial Specialist / Deputy Director roles for the Government Commercial Organisation (GCO).
- Depending on the candidate field, there is potential to recruit a 3<sup>rd</sup> candidate.
- These GCO roles will sit within Crown Commercial Service's Technology Pillar.
- We will be expecting the supplier to conduct a thorough search of the market and present us with a longlist and then a final shortlist of interviewed candidates, of which we will progress the strongest to the Assessment and Development Centre.
- It is anticipated that a long list will be presented 4 weeks after kick-off
- The shortlist will be presented 6 weeks after kick off
- We will then conduct our own interviews with a view to identifying candidates for offer.

We will be looking to recruit:

#### **1 x Commercial Specialist for Enterprise Applications & Software**

Our Technology Specialists business is on target to transact circa £1.5bn of spend through its products and services in FY20/21 and to achieve more than £200m of commercial benefits to customers.

#### **1 x Commercial Specialist for Digital Futures**

Our Digital Future business is on target to transact circa £4bn of spend through its products and services in FY21/22 and to achieve more than £500m of commercial benefits to customers. In this role you will have a positive and far-reaching impact across central government and the wider public sector.

Potential for:

#### **1 x Commercial Specialist - TBC**

Supporting the Chief Procurement Officer - Technology in CCS, these roles will manage a team of dedicated professionals helping our customers to define their technology and digital transformation needs.

The Commercial Specialists will be innovative thinkers who can work with a range of senior stakeholders to influence the whole technology market for the benefit of the public sector.

All roles will involve working with the wider Technology Directorate team of c130 commercial specialists to develop a range of end-to-end procurement solutions.

## **FULL STATEMENT OF REQUIREMENTS**

### **1. PURPOSE**

GCO are looking to procure an executive search firm (Berwick Partners) to source 2 x Commercial Specialist (Deputy Director) candidates for Crown Commercial Service's (CCS) Technology Pillar. There is potential to recruit a 3<sup>rd</sup> candidate depending on the candidate field. We expect the search firm to ensure they are looking for diverse talent and to maintain close engagement with candidates throughout the recruitment pipeline. We are keen to recruit outside London if we can, and are keen to recruit IT procurement leaders across CCS locations - especially Birmingham and also Newport and Norwich. We would like to draw upon candidates across Nottingham, Leicester, Derby, Stoke-on-Trent, Shrewsbury, Worcester, Northampton and Gloucester for talent.

### **2. BACKGROUND TO CROWN COMMERCIAL SERVICE**

Crown Commercial Service (CCS) brings together policy, advice and direct buying, providing commercial services to the public sector and saving money for the taxpayer. We've brought policy, advice and direct buying together in a single organisation to:

- make savings for customers in both central Government and the wider public sector
- achieve maximum value from every commercial relationship
- improve the quality of service delivery for common goods and services across Government

CCS is responsible for:

- managing the procurement of common goods and services, so that public sector organisations with similar needs achieve value by buying as a single customer
- increasing savings for the taxpayer by centralising buying requirements for common goods and services and bringing together smaller projects to best meet customer's needs.

### **Key strategic priorities for 2022 and beyond**

- Achieve commercial benefits of around £1.5bn for our customers through growing spend through our expanding portfolio of commercial agreements and solutions to around £24.2bn.

- Continue to support the delivery of the government's commercial and procurement policy objectives.
- Continue to transform our business, ensuring that we are organised to succeed as a digitally enabled and commercially driven organisation with customers at the heart of everything we do.

CCS vision is to be the 'go to' provider of commercial solutions for the procurement of common goods and services for the entire public sector.

18,000 customers annually buy c£23bn of common goods and services from c5000 suppliers. We work across central government, public and third sector (charities and social enterprises) organisations the length and breadth of the United Kingdom to purchase everything from the services of locum doctors and laptops, to police cars and electricity.

We use the collective purchasing power of our customers, together with our commercial acumen, to get the best deals in the interests of taxpayers. The wider public sector is our key future market opportunity for growth with an estimated £60-70 billion of spend on common goods and services. It is our ambition to achieve £30bn of spend through our agreements over the next four to five years and in doing so deliver outstanding and continuously improving commercial benefits, underpinned by excellent public procurement policy.

### **3. ROLE REQUIREMENTS & SCOPE**

The **Commercial Deputy Director for Digital Future** will be an innovative thinker who can work with a range of senior stakeholders to influence the whole technology market for the benefit of the public sector. This will be achieved by collaboration with both customers and suppliers and considering new and innovative approaches that grow our business by providing excellent customer service and responsiveness.

Supporting the Chief Procurement Officer - Technology in CCS, this role holder will manage a team of dedicated professionals helping our customers to define their technology and digital transformation needs and then working with the wider Technology Category team of c130 commercial specialists to develop a range of end to end procurement solutions. Our technology business transacted around £8bn of spend through its products and services frameworks in FY20/21 and achieved almost £650m of benefits to customers. We are aiming to further and significantly grow that business over the next 4 years.

Our Hosting and Storage business is on target to transact circa £2bn of spend through its products and services in FY21/221 and to achieve more than £300m of commercial benefits to customers. In this role you will have a positive and far-reaching impact across central government and the wider public sector. The successful candidate for this role will have a positive and far-reaching impact across the public sector. They will be an excellent leader who can influence the technology landscape for the benefit of the public sector. This will be achieved through collaboration with both customers and suppliers and considering new and

innovative approaches that grow our business by providing excellent customer service and responsiveness. With the ever-growing dependency on technology and digital transformation, this role has great potential and we are looking for a commercial specialist to both leverage and exploit this potential.

The Commercial Specialist for Digital Future will be an innovative thinker who can work with a range of senior stakeholders to influence the whole technology market for the benefit of the public sector.

Our Digital Future business is on target to transact circa £4bn of spend through its products and services in FY21/22 and to achieve more than £500m of commercial benefits to customers. In this role you will have a positive and far-reaching impact across central government and the wider public sector.

**The Commercial Deputy Director for Enterprise Applications and Software Business** will be an innovative thinker who can work with a range of senior stakeholders to influence the whole technology market for the benefit of the public sector. This will be achieved by collaboration with both customers and suppliers and considering new and innovative approaches that grow our business by providing excellent customer service and responsiveness.

Our Technology Specialists business is on target to transact circa £1.5bn of spend through its products and services in FY 21/22 and to achieve more than £200m of commercial benefits to customers. In this role you will have a positive and far-reaching impact across central government and the wider public sector. The successful candidate for this role will have a positive and far-reaching impact across the public sector. They will be an excellent leader who can influence the technology landscape for the benefit of the public sector. This will be achieved through collaboration with both customers and suppliers and considering new and innovative approaches that grow our business by providing excellent customer service and responsiveness.

These roles are to head up the highest performing category in CCS that brings in the largest % share of levy income, spend and commercial benefits for Government. We require senior thought leadership in order to capitalise on existing commercial vehicles in place and to generate innovation and new ways of securing wider public sector spend going forwards, a complex customer marketplace in which to operate.

### **Key Responsibilities**

Supporting the Chief Procurement Officer - Technology in CCS, you will manage a team of dedicated professionals helping our customers to define their technology and digital transformation needs and then working with the wider Technology Directorate team of c130 commercial specialists to develop a range of end to end procurement solutions.

You will be an excellent leader who can influence the technology landscape for the benefit of the public sector. This will be achieved through collaboration with both customers and suppliers and considering new and innovative approaches that

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grow our business by providing excellent customer service and responsiveness. With the ever-growing dependency on technology and digital transformation, this role has great potential and we are looking to you to both leverage and exploit this potential.

- Ownership of the creation, execution and evolution of world class, market leading IT category strategies across Central Government (CG) and the Wider Public Sector (WPS)
- Responsibility for management of expenditure and contracts with total annual values up to £4bn, driving cost savings and efficiencies for the Public Sector
- Manage innovative and value yielding commercial solutions including G-Cloud, Cloud Compute, Crown Hosting and much more
- Deliver maximum savings to CCS customers, by reshaping the delivery of relevant category strategies and redefining the contractual approach based on knowledge and understanding of relevant market opportunities
- Design end to end supply chains identifying Total Cost of Ownership across multi-tier suppliers and identify improvement opportunities to mitigate risk and increase savings/commercial benefits
- Build senior stakeholder relationships across the public sector in order to identify where CCS needs to develop specific ICT offerings to meet the needs of customers; engaging with the Central Digital & Data Office (CDDO), Government Digital Service (GDS), Cabinet Office, Chief Executives, Commercial Directors, CTOs and CIOs from the Central Government Departments and Wider Public Sector communities
- Recruit, coach and develop a high performing team of procurement professionals to execute category strategy and support the growth of government procurement spend through CCS commercial agreements.
- Actively contribute to the leadership of the Technology Directorate by working collegiately within the Technology Directorate senior team and as part of the wider leadership cadre in CCS and commercial function in Government.
- Engage in senior supplier relationship management with key suppliers to promote IT commercial strategies and facilitate opportunities for market redesign and shaping
- Represent CCS at Trade Associations and other industry forums to network amongst peers to generate new opportunities and ways of working.
- Be amongst the most senior members of the Government Commercial Function and play a role in the broader commercial reform programme led by the Government Chief Commercial Officer;
- Play a key leadership and change management role in developing a strong commercial function for the Crown Commercial Service and across government.

Successful candidates will need to demonstrate capability against the following criteria:

**Assertive:** Experience of influencing at board level or similar as well as with key stakeholders and suppliers within a highly complex, fast moving, commercially-focused environment

**Market Insight:** Up to date and deep leading-edge market knowledge in the Technology/Digital sector (in particular Networks and Telecommunications) – current and future markets and supply chains

**Resilient:** Resilient and tenacious in a fast paced and challenging environment.

**Builds Relationships:** Excellent communicator – on platforms, in teams and in writing. Ability to develop, use, analyse and interpret data.

**Coaching Manager:** Record of leading teams at a senior, strategic level in large organisations, enabling transformational change and of achieving results by building capability at all levels of a commercial function

**Strategy and Policy Development:** Significant evidence of the successful design and delivery of holistic and innovative end-to- end commercial strategies based around customer needs.

**Procurement Process:** Significant personal involvement in delivery of Digital Data and Technology Commercial Solutions with experience of delivering complex and large-scale commercial negotiations ensuring value for money.

In addition, to be successful, candidates will need to demonstrate capability against the [commercial people standards](#). These are assessed at the Commercial Assessment and Development Centre.

The scope of the requirement is to identify relevant candidates in line with the requirement above and in line with the locations mentioned in '1.0 PURPOSE'. The supplier will work with GCO to ensure candidates are supported throughout the recruitment process.

#### **4. COMPLIANCE**

The supplier must adhere to the Civil Service Recruitment Principles to ensure all recruitment is Fair and Open and in Merit order.

Where a recruitment is run by the Civil Service Commission, the supplier must work alongside the Commissioner to ensure the recruitment is compliant.

The supplier must ensure conflicts of interests are understood and managed effectively.

## **5. KEY MILESTONES & DELIVERABLES**

1. Provide strategic sourcing plan - within 1 week of contract being awarded
2. Provide long list of candidates to GCO - within 4 weeks of contract award
3. Provide shortlist of candidates to GCO – within 6 weeks of contract award

## **6. MANAGEMENT INFORMATION/REPORTING**

The supplier will provide a full report for longlisted and shortlisted candidates including diversity information (gender, ethnicity, religion, age, sexuality, disability and socio-economic background data) where possible.

## **7. SUSTAINABILITY**

The supplier should consider sustainability, including being paperless

## **8. QUALITY**

It is important that the supplier meets the security standards outlined in section 11 of this document.

It is important that confidentiality is adhered to, with respect to certain roles.

It is crucial that the supplier adheres to the Civil Service Commissioner's Recruitment Principles, and ensures that all recruitment is fair, open and merit-based and that salary offered is in line with the Principles.

## **9. STAFF AND CUSTOMER SERVICE**

The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

The Supplier shall ensure that staff understand the GCO and CCS vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

All staff on the search will have experience of sourcing and placing senior technology procurement talent into senior public sector roles.

## **10. SERVICE LEVELS AND PERFORMANCE**

GCO will measure the quality of the supplier's delivery by meeting with the supplier on a weekly basis to review the contract and by evaluating candidate pipeline data

The supplier will ensure that the services are of a consistently high quality and meet the requirements of the Customer;

The Supplier shall provide a proactive service manager to ensure that all Service Levels and Key Performance Indicators are achieved to the highest standard throughout the contract period.

Where the supplier fails to meet the targets for a longlist, at the relevant calibre detailed on the job description, we reserve the right to terminate the contract.

Where the supplier fails to meet the targets for a shortlist, at the relevant calibre detailed on the job description, the supplier agrees to undertake a re-run at no additional cost.

## **11. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

The Supplier shall ensure that the implementation of security controls and how they shall comply with the HMG Security Policy Framework, as detailed at the link below and Industry best practice, is documented, with associated security policies and standards:

<https://www.gov.uk/government/publications/security-policy-framework>.

Any IT systems used by the Supplier to meet the Authority's requirement shall have a Cyber Essentials Scheme Basic Certificate or equivalent at the commencement date of the contract and maintain that certification throughout the life of the contract. Cyber Essential Scheme requirements can be located at: <https://www.cyberessentials.ncsc.gov.uk/advice/>.

Any IT systems used by the Supplier to meet the Authority's requirement must be subjected to periodic independent [penetration testing](#) and any significant vulnerabilities identified as part of the [penetration testing](#) must be remediated within timeframes agreed with the Authority.

The Supplier shall have the capability to employ encryption to information / Data which shall be sent across a network or extracted by electronic means. Where encryption is used the method of encryption used must be agreed with, and meet the requirements of, the Contracting Authority.

The Supplier shall ensure that any suspected or actual security breaches are reported to Contracting Authorities representative immediately and depending on the impact of the breach, shall be included in monthly/quarterly performance reporting to the Authority.

The Supplier shall comply with all relevant legislation, organisational and cross Government policy and guidelines in relation to Data and asset security.

The Supplier (and any sub-contractor that provides any part of the Supplier service) shall provide secure solutions that comply with any restrictions or requirements arising out of the Contracting Authority's security policies. This shall include, but not be limited to:

Cyber Essentials Scheme Basic Certificate;  
BS EN ISO 9001 or agreed equivalent;  
ISO 27001 Information Security Management or agreed equivalent; and  
HMG Baseline Personnel Security Standard

The Supplier shall ensure that Contracting Authority's information and Data (electronic and physical) shall be collected, held and maintained in a secure and confidential manner and in accordance with the Terms of this Contract.

The Supplier shall take all measures reasonably necessary to ensure that all Supplier Personnel involved in the performance of the Contract are aware of all ongoing Data security and confidentiality requirements.

The Supplier should be able to securely store/retain the application data of all applicants (including those who were unsuccessful) for a period of two years. After that time, the Supplier will be expected to delete/destroy the data using methods which comply with [NCSC's guidance on secure sanitisation of storage media](#).

This paragraph describes the mandatory security vetting / clearance requirements that the Supplier shall fulfil in its entirety as part of the delivery of this Framework Agreement, in line with the Cabinet Office Security Policy Framework (SPF). Full details of the Cabinet Office SPF can be viewed via the link below:

<https://www.gov.uk/government/collections/government-security>

The Supplier shall have in place security clearance, which meets the requirements of the Contracting Authority, and shall ensure full compliance with the standards set out in the following link:

<https://www.gov.uk/government/publications/hmg-personnel-security-controls>

Any pre-employment checks that the Supplier subjects their staff to should be at least equivalent to the [Government Baseline Personnel Security Standard \(BPSS\)](#). In addition, where there is a requirement for any supplier staff to work unsupervised on Authority premises, they will be expected to undergo BPSS checks and National Security Vetting to [Counter Terrorism Check \(CTC\)](#) level before they can do so.

Where a Supplier delivers all or part of the Service from the Contracting Authority's site, the Supplier shall comply with the Contracting Authority's personnel and physical security requirements.

The Supplier shall maintain appropriate staff records for all Supplier Personnel who are involved in activities related to delivery of the products and services within the scope of this this Framework Agreement, and shall make this data available to Contracting Authorities upon request.

The Supplier shall ensure that all employees and key representatives of the Supplier working on the Contract shall comply with the Contracting Authority's security clearance requirements.

The Supplier shall ensure that Supplier Personnel provide evidence of their Right to Work in the United Kingdom in line with the Immigration, Asylum and Nationality Act (2006) and the Supplier shall maintain a copy of such evidence. The cost of obtaining any such evidence shall be the responsibility of the Supplier.

The Contracting Authority reserves the right to review its Security Checking procedure throughout the duration of the Framework Agreement and may require all Supplier employees and all Sub Contractors engaged to provide the Services to have obtained either National Security Vetting clearance or a full criminal records disclosure;

The Supplier shall not charge for the costs of the above. The Authority accepts no liability for costs incurred in the process of obtaining such disclosure certification.

Contracting Authorities may perform audits which may include checking compliance with the security requirements above and/or the additional requirements specified by the Contracting Authority and as mandated by HM Government.

## **12. PAYMENT AND INVOICING**

Invoices should be submitted at the end of each calendar month for work completed in that month.

The Authority will raise a purchase order for the maximum value of the contract. The supplier will invoice for each element of the requirement against the purchase order numbers.

Payment can only be made following satisfactory delivery of pre-agreed work.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

The address to be used for invoices is: Cabinet Office, 1 Horse Guards Road, London SW1A 2HQ. Invoices should be sent by email to an email address to be supplied by the Authority.

Payment cannot be made for work still to be done in the future, but can be made for design work or work done towards an overall finished product which is not yet complete.

### **13. CONTRACT MANAGEMENT**

During any period when services are actively being delivered, the Authority expects to hold weekly calls with the Supplier. Relevant Supplier staff who are involved in the delivery of the services should take part in these weekly calls.

In addition, there will be a kick-off meeting at the beginning of the recruitment campaign, and a Contract Review meeting at the close of the recruitment campaign.

If the Authority wishes, it may hold further Contract Review meetings on a quarterly basis.

Attendance at Contract Review meetings shall be at the Supplier's own expense. Meetings will be held virtually unless agreed otherwise.

### **14. LOCATION**

The location of the Authority is Cabinet Office, 1 Horse Guards Road, London, SW1A 2HQ. With the exception of contract review meetings and assessment centres, the supplier will carry out their work on the Contract Services at their own premises.

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**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<p><b>Delivery Consultant and primary point of contact</b>                  REDACTED                  Associate Partner, Head of Procurement Practice                  Berwick Partners                  REDACTED</p> <p><b>Administrative Support</b>                  REDACTED                  Executive Assistant                  REDACTED</p> <p><b>Account Director – only to be contacted if there is a need for escalation</b>                  REDACTED                  Partner, Head of Global Procurement &amp; Supply Chain Practice                  Odgers Berndtson                  REDACTED</p>
<b>Key Subcontractors</b>
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	REDACTED	Name:	REDACTED
Role:	Associate Partner	Role:	Head of Commercial
Date:		Date:	

**Appendix 1 - List of Approved Users**

Name	Job Title	Contact Details
REDACTED	GCO Recruitment Manager	REDACTED
REDACTED	Head of Recruitment	REDACTED
REDACTED	Commercial Director and Chief Procurement Officer - Technology	REDACTED

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