

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

### Order Form

CALL-OFF REFERENCE:	<b>PR 2024 015</b>
THE BUYER:	<b>The Crown Prosecution Service</b>
BUYER ADDRESS	102 Petty France, London, SW1H 9EA
THE SUPPLIER:	GATENBYSANDERSON LIMITED
SUPPLIER ADDRESS:	14 King Street, Leeds, West Yorkshire, LS1 2HL
REGISTRATION NUMBER:	04451141
DUNS NUMBER:	424635477
SID4GOV ID:	<b>N/A</b>

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 12/02/2024.

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 2 Executive Search - SCS3 & SCS4 (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 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for **RM6290**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 12 (Clustering)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 17 (MOD Terms)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 19 (Scottish Law)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-off Schedule 21 (Northern Ireland Law)
    - Call-Off Schedule 23 (HMRC Terms)
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: 19/02/2024**

**CALL-OFF EXPIRY DATE: 19/02/2025 or the completion of the recruitment as agreed by the buyer, whichever occurs first.**

**The buyer will also have the option to extend the contract for a period of 12 months if required. The price remains fixed for the duration of the contract including any extension option.**

#### GDPR POSITION

Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

#### MAXIMUM LIABILITY

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

#### CALL-OFF DELIVERABLES

Delivery of executive search services including candidate search and end to end recruitment of a Director General and a Director of Legal Services.



Call off Schedule 20 -  
Executive & Non-Exec

See call off schedule 20 (Specification) for call-off deliverables

#### CALL-OFF CHARGES

Redacted under FOIA Section 43, Commercial Interests

Total - £68,000.00

Staged Payments (25% Retained, 25% Shortlist, 50% Candidate successfully placed)

#### PAYMENT METHOD

Electronic invoicing via the below address

#### BUYER'S INVOICE ADDRESS:

[PO.invoices@cps.gov.uk](mailto:PO.invoices@cps.gov.uk)

Or via post to:

Crown Prosecution Service  
Suite A, First Floor,

2 Navigation Walk,  
Wakefield,  
WF1 5RH

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted under FOIA Section 40, Personal Information

[Redacted]

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**BUYER'S CONTRACT MANAGER**

Redacted under FOIA Section 40, Personal Information

[Redacted]

Foss House | Kings Pool | 1-2 Peasholme Green | York | YO1 7PX

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Redacted under FOIA Section 40, Personal Information

[Redacted]

14 King Street, Leeds, LS1 2HL

**SUPPLIER'S CONTRACT MANAGER**

Redacted under FOIA Section 40, Personal Information

[Redacted]

14 King Street, Leeds, LS1 2HL

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOIA Section 40, Personal Information	Signature:	Redacted under FOIA Section 40, Personal Information
Name:	Redacted under FOIA Section 40, Personal Information	Name:	Redacted under FOIA Section 40, Personal Information
Role:	Redacted under FOIA Section 40, Personal Information	Role:	Redacted under FOIA Section 40, Personal Information
Date:	15/02/24	Date:	15/02/2024