

# 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>	Director General Workforce Team, CSHR, Cabinet Office
<b>Buyer Contact details</b>	[Redacted]
<b>Buyer Address</b>	4 <sup>th</sup> Floor, 151 Buckingham Palace Road, London SW1W 9SZ
<b>Invoice Address (if different)</b>	[Redacted]
<b>Supplier Name</b>	GatenbySanderson
<b>Supplier Contact</b>	[Redacted]
<b>Supplier Address</b>	14 King Street, Leeds LS1 2HL

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Job Role details - Title and Grade</b>	Chief Executive Government Communication Service (SCS3), Executive Director for Government Communication Service Corporate, Professional Standards and Single Budget (SCS2) and Executive Director for Campaigns, Marketing and Digital (SCS2).

<b>Framework Lot</b>	Lot 7
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<b>Grade of Role</b>	SCS3 and SCS2
<b>Direct Award authorised</b>	Yes - <input type="checkbox"/> No - <input checked="" type="checkbox"/>
<b>Call-Off (Order) Ref</b>	PRF/01/39
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	4 May 2021
<b>*Call-Off Charges</b>	£79,360
<b>Call-Off Start Date</b>	4 May 2021
<b>Call-Off Expiry Date</b>	3 May 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:  GatenbySanderson Pricing – Annex 1  Bid Pack - Annex 2  Supplier proposal - Annex 3

## PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

## Annex 1 – GatenbySanderson Pricing

### Commercial proposal

[Redacted]	[Redacted]
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**Additional costs as applicable**

Candidate testing and assessment	N/A
Advertising	[Redacted]
Microsite development if required*	N/A
Candidate expenses	N/A

The above fees are subject to more detailed briefing and contractual agreement. 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:	[Redacted]	Role:	[Redacted]
Date:	16 June 2021	Date:	21/06/2021