

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

Gatenby Sanderson Ltd
14 King Street
Leeds
LS1 2HL

[Issued by DocuSign]

Attn: **Redacted under FOIA section
40, Personal Information**

Date: 26th January 2026
Ref: CSR/208_2

Dear Sir/madam,

Direct Award of Contract Provision of SCS Assessments – SCS3 & SCS4

Further to your submission of a proposal for the above Procurement, on behalf of Cabinet Office (the "Authority"), I am pleased to inform you that we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The contract shall commence on 8th day of April 2026 for an initial period of 6 months (+3 +3 months optional extensions) and will have a maximum value of £500,000.00

This procurement activity was a Direct Award under Commercial Agreement RM6290 Executive & Non-Executive Recruitment Services Lot 2 Executive Search – SCS3 & SCS4 (and equivalents) and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is attached with this Award Letter and includes those terms and conditions.

Please sign and return the Contract/Terms and Conditions by 17:00 on Wednesday 4th February 2026. You are reminded that no engagement with the Buyer is permitted until a copy of the signed contract is received.

A copy signed on behalf of the Buyer will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

Redacted under FOIA section 40, Personal Information

Signed for and on behalf of Cabinet Office

Name: **Redacted under FOIA section 40, Personal Information**

Date: 26th January 2026

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

DIRECT AWARD REFERENCE: CSR/208_2

THE BUYER: Cabinet Office, Resourcing Policy & Practice

BUYER ADDRESS 70 Whitehall, London, SW1A 2AS

THE SUPPLIER: Gatenby Sanderson Ltd

SUPPLIER ADDRESS: 14 King Street
Leeds, LS1 2HL

REGISTRATION NUMBER: 04451141

DUNS NUMBER: 424635477

SID4GOV ID: TBC at award

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26th January 2026.

It's issued under the Framework Contract with the reference number RM6290 for the provision of SCS Assessments – SCS3 & SCS4.

CALL-OFF LOT(S):

Lot 2

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this 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 including the Special Terms and Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. Framework Special Terms; Terms 1 to 4

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6290**
 - Joint Schedule 1 Definitions
 - Joint Schedule 2 Variation Form
 - Joint Schedule 3 Insurance Requirements
 - Joint Schedule 4 Commercially Sensitive Information
 - Joint Schedule 5 Corporate Responsibility
 - Joint Schedule 6 Key Subcontractors
 - Joint Schedule 7 Financial Difficulties
 - Joint Schedule 8 Guarantee
 - Joint Schedule 10 Rectification Plan
 - Joint Schedule 11 Processing Data

- **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 4 Call-Off Tender
 - 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
 - Schedule 9 Security Management (Supplier led-assurance)
 - Call-Off Schedule 10 Exit Management
 - Call-Off Schedule 12 Clustering
 - Call-Off Schedule 13 Implementation Plan and Testing (if applicable)
 - Call-Off Schedule 14 Service Levels
 - Call-Off Schedule 15 Call-Off Contract Management
 - Call-Off Schedule 16 Benchmarking
 - Call-Off Schedule 18 Background Checks
 - Call-Off Schedule 20 Call-Off Specification

No other Supplier terms are part of the Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

DIRECT AWARD SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

Special Term 1 - Non-Exclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Service Provider. This Contract shall not restrict

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

Contracting Authorities from acquiring similar, equal or like goods and/ or services from other entities or sources.

Special Term 2 - No Guarantee of Volumes or Spend

No guarantee is given by the Buyer in respect of either volumes, the levels or aggregate value of the Services, which the Buyer shall require the Service Provider to provide during the Contract. Any levels or aggregate values of Services referred to in the contract or Schedules are indicative only and shall not be binding on the Buyer.

Special Term 3 - Termination without cause

The Buyer shall have the right to terminate this Contract at any time by issuing a Termination Notice to the Supplier giving at least thirty (30) Working Days written notice (unless stated differently in the Framework Agreement).

DIRECT AWARD START DATE:	8 April 2026
DIRECT AWARD EXPIRY DATE:	7 October 2026
DIRECT AWARD INITIAL PERIOD:	6 months
DIRECT AWARD EXTENSION OPTIONS	3 months + 3 months (maximum term to 7th April 2027)
CONTRACT VALUE	£500,000.00 (Ex VAT)

DELIVERABLES

See details in the SOR document linked to this procurement.

MAXIMUM LIABILITY

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

DIRECT AWARD CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

PAYMENT METHOD

Payment will be made by BACS within 30 days of receipt of a valid invoice. Invoices should be submitted electronically to the required address at the relevant customer finance team. The supplier will establish these on contract award.

BUYER'S INVOICE ADDRESS:

Newport SSCL - Cabinet
Office
PO BOX 405
Newport
NP10 8FZ
GB

Redacted under FOIA section 43, Commercial Interests

BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

E-mail address: **Redacted under FOIA section 40, Personal Information**

Address:

Redacted under FOIA section 40, Personal Information
2 St Peters Square.
Manchester.
M2 3DE.

BUYER'S SECURITY POLICY

Appended at Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

14 King Street, Leeds, LS1 2HL

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA section 40, Personal Information

14 King Street, Leeds, LS1 2HL

PROGRESS REPORT FREQUENCY

Monthly MI reporting; Please see section 8 of the SOR, to be provided monthly (the second full week of the calendar month)

PROGRESS MEETING FREQUENCY

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Crown Copyright 2018

Monthly: meeting between the Buyer and the Supplier a minimum of monthly (the third full week of the calendar month)

Quarterly: Meeting between the Buyer and the Supplier to conduct a quarterly review each quarter (timing to be agreed on contract mobilisation)

KEY STAFF

Redacted under FOIA section 40, Personal Information

14 King Street, Leeds, LS1 2HL

Redacted under FOIA section 40, Personal Information

14 King Street, Leeds, LS1 2HL

Redacted under FOIA section 40, Personal Information

14 King Street, Leeds, LS1 2HL

KEY SUBCONTRACTOR(S)

List of subcontractors as at 17 November 2025

Redacted under FOIA section 43, Commercial Interests

COMMERCIALY SENSITIVE INFORMATION

See Joint Schedule 4 TBC at award

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

Signed - via DocuSign

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018

Supplier

<Supplier Sign Here>

Full Name: **Redacted under FOIA section 40, Personal Information**
Job Title/Role: **Redacted under FOIA section 40, Personal Information**
Date Signed: 2/02/2026

Buyer

<Commercial Sign Here>

Full Name: **Redacted under FOIA section 40, Personal Information**
Job Title/Role: **Redacted under FOIA section 40, Personal Information**
Date Signed: 02/02/2026