



**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/Role (i.e. CSHR- SAM or Campaign Partner)</b>	REDACTED								
<b>Buyer Contact details</b>	REDACTED								
<b>Buyer Address</b>	REDACTED								
<b>Invoice Address (if different)</b>	Send electronically to REDACTED								
<b>Supplier Name</b>	Capita Resourcing Ltd (T/A Veredus)								
<b>Supplier Contact</b>	REDACTED								
<b>Supplier Address</b>	2nd Floor Copyright Building, 30 Berners Street, London W1T 3LR								
<b>Framework Ref</b>	RM6002 (Permanent Recruitment)								
<b>Job Role details - Title and Grade</b>	PRF/01/30 - Chief Crown Prosecutor SCS2 - CPS								
<b>Framework Lot</b>	Please check the appropriate box/s  <table border="0" style="width: 100%;"> <tr> <td>Lot 1 - <input type="checkbox"/></td> <td>Lot 5 - <input type="checkbox"/></td> </tr> <tr> <td>Lot 2 - <input type="checkbox"/></td> <td>Lot 6 - <input type="checkbox"/></td> </tr> <tr> <td>Lot 3 - <input type="checkbox"/></td> <td>Lot 7 - <input checked="" type="checkbox"/></td> </tr> <tr> <td>Lot 4 - <input type="checkbox"/></td> <td>Lot 8 - <input type="checkbox"/></td> </tr> </table>	Lot 1 - <input type="checkbox"/>	Lot 5 - <input type="checkbox"/>	Lot 2 - <input type="checkbox"/>	Lot 6 - <input type="checkbox"/>	Lot 3 - <input type="checkbox"/>	Lot 7 - <input checked="" type="checkbox"/>	Lot 4 - <input type="checkbox"/>	Lot 8 - <input type="checkbox"/>
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Lot 2 - <input type="checkbox"/>	Lot 6 - <input type="checkbox"/>								
Lot 3 - <input type="checkbox"/>	Lot 7 - <input checked="" type="checkbox"/>								
Lot 4 - <input type="checkbox"/>	Lot 8 - <input type="checkbox"/>								
<b>Grade of Role</b>	SCS2								
<b>Direct Award authorised</b>	Yes - <input type="checkbox"/> No - <input checked="" type="checkbox"/>								
<b>Call-Off (Order) Ref</b>	PRF/01/30								
<b>Customer Department</b>	Cabinet Office								
<b>Order Date</b>	17/02/2020								
<b>*Call-Off Charges (check these against Lot, Role and rate card)</b>	As per Annex 1 (Page 4)								
<b>Call-Off Start Date</b>	17 February 2020								

**Call-Off Expiry Date** 15 May 2020  
**Extension Options** 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**



Bid Pack For PRF Call

#### **PERFORMANCE OF THE DELIVERABLES**

##### **Key Staff**

- REDACTED
- REDACTED
- REDACTED

##### **Key Subcontractors**

N/A

**Annex 1 – Veredus Pricing**

**Commercial proposal**

Crown Prosecution Service – Chief Crown Prosecutor

Element	Fees
<b>Executive Search &amp; Selection (Fixed Fee)</b>	<b>REDACTED</b>
Other	Costs
<b>Advertising:</b>	
<b>Sunday Times Online</b>	<b>REDACTED</b>
<b>Legal Week</b>	<b>REDACTED</b>
<b>The Lawyer</b>	<b>REDACTED</b>
<b>Expenses</b>	<b>At Cost (£0 if all documents/packs produced electronically).</b>

Fees are charged at 25% on retention, 25% on acceptance of a shortlist, with the balance payable following successful appointment. Fees and expenses will be subject to VAT where appropriate at the prevailing rate.

**Note – Any expenses must be in line with the Framework Terms and Conditions Para 56 and must be agreed in advance with the Campaign Manager**

**56. COSTS AND EXPENSES**

**56.1** The Framework Prices shall include all costs and expenses relating to the Services provided to Contracting Authorities and/or the Supplier's performance of its obligations under any Call Off Contracts and no further amounts shall be payable by a Contracting Authority to the Supplier in respect of such performance, including in respect of matters such as:

56.1.1 any incidental expenses that the Supplier incurs, including travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs required by the Supplier Personnel, network or data interchange costs or other telecommunications charges; or

56.1.2 any amount for any services provided or costs incurred by the Supplier prior to the commencement date of any Call Off Contract.

**FINAL AGREED ADVERTISING COSTS (REDACTED)**

**Total call off contract charges £23,745 (exclusive of VAT)**

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	<i>REDACTED</i>
Name:	REDACTED	Name:	
Role:	REDACTED	Role:	<b>REDACTED</b>
Date:	03/03/2020	Date:	<i>6 March 2020</i>

