

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	Redacted under FOIA section 40, Personal Information
Buyer Contact details	Redacted under FOIA section 40, Personal Information
Buyer Address	HZ11, Fourth Floor, One Horse Guards Road, London SW1A 2HQ
Invoice Address (if different)	As above

Supplier Name	Saxton Bampflyde
Supplier Contact	Redacted under FOIA section 40, Personal Information
Supplier Address	The Ministry, Borough Workspace & Members' Club South London, 79-81 Borough Rd, London SE1 1DN

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	National Statistician (SCS4) - ONS
Framework Lot	Lot 1 - <input type="checkbox"/> Lot 2 - X

Direct Award authorised	Yes - <input type="checkbox"/> No - X
Call-Off (Order) Ref	PRF/01/92
Customer Department	Cabinet Office
Order Date	25/07/25

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £45,000 (ex VAT) paid at milestones.
Call-Off Start Date	25/07/25
Call-Off Expiry Date	24/07/26
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services
Framework rates are fully inclusive of expenses, and the Framework terms as follows:

- 25% Placement of advert
- 25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
- 50% Appointment and acceptance of candidate

The Supplier shall note that in the event:

- that the Buyer cancels the recruitment requirement, the Buyer will be responsible for the payment of the fee up to the point in the process at which the recruitment has been cancelled
- that the Supplier cancels the recruitment at any point after the placement of advert, the Buyer will make only the first 25% payment; and
- of the appointed candidate leaving the position for any reason within 6 months of the appointment contract start date, the Supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Buyer's sole discretion).

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 Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

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 See Annex 1 Supplier proposal See Annex 2 - Saxton Bampflyde – Supplier Proposal - Redacted under FOIA section 43, Commercial Interests Pricing Proposal See Annex 3 Security management schedule See Annex 4

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 –Role requirement

Job title	National Statistician (SCS4)
Location	ONS
Anticipated salary	170,000 - 200,000 (TBC from HMT)
Recruitment timetable	Launch July LL Early August & SL - End of Aug Assessment and Interview - Sept
About the role	<p>With the publication of Sir Robert Devereux’s review into the performance and culture of the Office for National Statistics (ONS), it is now imperative that we select the right senior leaders to lead the organisation through the recommendations, to support the new direction of the organisation and strengthen delivery</p> <p>One of the recommendations which has been accepted by the Government is to change how ONS is led - since 2007 the National Statistician has also been the Permanent Secretary for ONS. Instead we will introduce a model where the Permanent Secretary leads the operations of the organisation and a specialist National Statistician is the strategic head of the UK statistical system, leading the Government Statistical Service (GSS) and Analysis Function and acting as the public face and chief advisor on statistical matters. Both roles will be formal members of the UKSA Board.</p> <p>We are seeking to appoint a National Statistician for a fixed tenure for up to five years</p> <p>The Office for National Statistics (ONS) is the UK’s largest independent producer of official statistics and the UK's recognised national statistical institute.</p> <p>The ONS plays a hugely important national role through mobilising the power of data to help Britain make better decisions. They are responsible for collecting and publishing statistics related to the economy, population and society at national, regional and local levels. ONS also conduct the census in England and Wales every 10 years. Their main responsibilities are collecting, analysing and disseminating statistics about the</p>

	<p>UK's economy, society and population.</p> <p>ONS are independent of ministers and instead report through the UK Statistics Authority to Parliament and the devolved administrations of Scotland, Wales and Northern Ireland. They are the executive office of the UK Statistics Authority, who are responsible for promoting and safeguarding the production and publication of official statistics which serve the public good.</p>
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Person Specification	Key responsibilities
	<p>The National Statistician will be the Head of the UK statistical system and the Government Statistical Service (and Head of the Government Analysis Function). They will be the principal adviser to the UKSA Board on statistics and also be the principal adviser to Ministers and Parliament.</p> <p>They will have oversight of standards, quality and professional ethics in relation to the development and use of statistics. They will have an important role in engaging and influencing stakeholders within Government, across departmental boundaries, with the Devolved Administrations and academia. There will also be international engagement.</p> <p>This role will work in partnership with the ONS Permanent Secretary who will be responsible for the day to day leadership of the organisation.</p> <p>Professional credibility</p> <p>Candidates are likely to be professional statisticians, and should be credible advocates for statistics and capable of grasping and communicating complex statistical issues; and be able to confidently engage with public and parliamentary scrutiny in relation to statistical publications and decisions;</p> <p>A credible leader of the UK statistical system who can command the confidence of its members and users alike with a demonstrable body of work to evidence this.</p>

Annex 2 – Saxton Bampflyde – Supplier Proposal

Redacted under FOIA section 43, Commercial Interests

Annex 3 - Pricing proposal

<u>Company Name: Saxton Bampflyde</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	Redacted under FOIA section 43, Commercial Interests	£ 45,000

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

Annex 4 – Security management schedule

SECURITY MANAGEMENT SCHEDULE		
Supplier obligations Core requirements <p>The Supplier must comply with the core requirements set out in Paragraphs 3 to 8.</p> <p>Where the Buyer has selected an option in the table below, the Supplier must comply with the requirements relating to that option set out in the relevant Paragraph:</p>		
Security Standard	Requirement	Your Response
Certifications (see Paragraph 3)		
The Supplier must have the following Certifications:	Cyber Essentials Plus* or ISO27001* *please delete as applicable	Yes
Locations (see Paragraph 4)		
The Supplier and Subcontractors may store, access or Process Government Data in:	The United Kingdom only	Yes
Security testing (see Paragraph 9)		
The Supplier must undertake security testing and remediate any vulnerabilities, where it is technically feasible to do so:	Before Processing Government Data	Yes
Cloud Security Principles (see Paragraph 10)		
The Supplier must assess the Supplier System against the Cloud Security Principles	<ul style="list-style-type: none"> Before Processing Government Data when required by the Buyer. 	Yes
Encryption (see Paragraph 12)		
The Supplier must encrypt Government Data while at rest or in transit	Throughout the term of the contract.	Yes
Protecting Monitoring System (see Paragraph 13)		

The Supplier must implement an effective Protective Monitoring System	Throughout the term of the contract.	Yes
Patching (see Paragraph 14)		
The Supplier must patch vulnerabilities in the Supplier System promptly	Throughout the term of the contract.	Yes
Malware protection (see Paragraph 15)		
The Supplier must use appropriate Anti-virus Software	Throughout the term of the contract.	Yes
End-user Devices (see Paragraph 16)		
The Supplier must manage End-user Devices appropriately	Throughout the term of the contract.	Yes
Vulnerability scanning (see Paragraph 17)		
The Supplier must scan the Supplier System monthly for unpatched vulnerabilities	Throughout the term of the contract.	Yes
Access control (see paragraph 18)		
The Supplier must implement effective access control measures for those accessing Government Data and for Privileged Users	Throughout the term of the contract.	Yes
Return and deletion of Government Data (see Paragraph 19)		
The Supplier must return or delete Government Data when requested by the Buyer	When required by the Buyer.	Yes
Physical security (see Paragraph 20)		
The Supplier must store Government Data in physically secure locations	Throughout the term of the contract.	Yes
Security breaches (see Paragraph 21)		
The Supplier must report any Breach of Security to the Buyer promptly	As soon as reasonably practicable after becoming aware of the breach,	Yes

	and in any event within [24] hours.	
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Signed - via DocuSign	
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:	25/07/2025
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:	25/07/2025