

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)	Cabinet Office
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	IRG Advisors LLP (Odgers Berndtson)
Supplier Contact	Redacted under FOIA section 40, Personal Information
Supplier Address	20 Cannon St, London EC4M 6XD

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Government Chief People Officer
Framework Lot	Lot 1 - ☐ Lot 2 - X

Direct Award authorised	Yes - ☐ No - X
Call-Off (Order) Ref	PRF/01/94
Customer Department	Cabinet Office
Order Date	Friday 17th October 2025

*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	17/10/25
Call-Off Expiry Date	16/10/26
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
Bid requirement
See Annex 1
Supplier proposal
See Annex 2 - Odgers – 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 – requirement

Job title	Government Chief People Officer
Location	Cabinet Office
Anticipated salary	£170,000
Recruitment timetable	Launch - End of October Longlist - Mid November Shortlist - Early December Assessments - Mid December Interviews - Early January
About the role	The Government Chief People Officer (GCPO), will be the systems leader of the Government People Group (GPG) based at the heart of Government. This role will be responsible for; the exceptional delivery of our core priorities as set out in the Civil Service People Plan: 1. Learning, Skills and Capability: insourcing delivery and professionalising the Civil Service; 2. Pay, Policies and Pensions: delivery the Civil Service Reward Strategy; 3. Employee Experience: supporting Departments as they undergo significant structural and digital transformation, especially through investing in our Leaders; 4. Recruitment and Resourcing: modernising and simplifying the way we deliver recruitment; 5. Organisational Effectiveness: improving our Civil Service Operating Model. Key Responsibilities for the Government Chief People Officer will include: • Being the chief adviser on people and workforce policy - building effective and trusted relationships with ministers and senior leaders • Owning and delivering an overarching people and workforce strategy that will mean the Civil Service has the capability to deliver the government's priorities • Ensuring the right policies and structures are in place to create an efficient and effective Civil Service • Developing leading edge employment policy to underpin both the people and workforce strategy, and wider Government Reform • Developing Government People Group to be a centre of excellence for transformation to support

	Departments lead through significant levels of workforce transformation ● Leading the Government People Group: continuing the work to support an excellent People function for the Civil Service that optimises people processes to deliver policy outcomes. ● Navigating complex, politically sensitive issues while supporting the Government People Group to maintain operational effectiveness and provides valuable insights to senior leadership. ● Collaborating and working with main department DG Chief People Officers, COOs and HR directors to provide strategic leadership and expert guidance across the People Function.
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Person Specification	• An excellent leader of people who drives change, improves capability, leads across boundaries, and builds diverse, inclusive, and multi-disciplinary teams. • Extensive breadth and depth of experience of developing and implementing policy and strategy, with delivery both within and beyond your own organisation. • Excellent communication skills and high personal impact to establish and maintain trusted and collaborative relationships and to influence ministers to achieve agreed collective outcomes. • Commitment to innovation, including an understanding of how AI and digitalisation can be leveraged for organisational and citizen advantage • Experience in working as part of a senior leadership team within a complex operating environment, providing support and constructive challenge to colleagues to support the organisation's wider objectives. <u>Desirable Qualifications:</u> • Proven experience in overseeing delivery and implementation of people initiatives across large complex organisational systems • Chartered status with a professional HR body (e.g., CIPD) or a validated equivalent on the basis of career experience • Relevant academic or professional qualifications (or equivalent experience) in Finance, Organisational Behaviour, Psychology, Technology and Programme Management would also be welcome.
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Annex 2 – Supplier Proposal - Redacted under FOIA section 43, Commercial Interests

Annex 3 - Pricing proposal

<u>Company Name:</u> IRG Advisors LLP (Odgers Berndtson)		
	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

Supplier obligations Core requirements The Supplier must comply with the core requirements set out in Paragraphs 3 to 8. 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:		
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	- 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

Signed - via Docusign

Supplier

<Supplier Sign Here>

Signed by:

Redacted under FOIA section 40, Personal Information

Full Name:

Redacted under FOIA section 40, Personal Information

Job Title/Role:

Redacted under FOIA section 40, Personal Information

Date Signed:

23/10/2025

Signed - via Docusign

Buyer

<Supplier Sign Here>

Signed by:

Redacted under FOIA section 40, Personal Information

Full Name:

Redacted under FOIA section 40, Personal Information

Job Title/Role:

Redacted under FOIA section 40, Personal Information

Date Signed:

24/10/2025