

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, Government Communication Service
Buyer Contact details	REDACTED
Buyer Address	1 Horse Guards Road, Westminster, London, SW1A 2HQ
Invoice Address (if different)	

Supplier Name	GatenbySanderson
Supplier Contact	REDACTED
Supplier Address	GatenbySanderson 14 King Street, Leeds LS1 2HL

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	SCS 2 and Director of the GREAT Campaign
Framework Lot	Lot 1

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/72
Customer Department	Cabinet Office, Government Communication Service
Order Date	12/06/2023

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £26,500 (ex VAT) paid at milestones.
Call-Off Start Date	19/06/2023
Call-Off Expiry Date	18/06/2024
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:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six 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 Hiring Manager or vacancy holder’s sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

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
requirement See Annex 1
Supplier proposal See Annex 2
REDACTED
Pricing Proposal See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 – requirement

The Director of the GREAT Britain campaign is expected to lead the Government's most ambitious and successful international campaign ever, showcasing the very best our whole nation has to offer, in order to encourage the world to visit, study, do business and for expert people to live in the UK.

Viewed by the industry and our competitors as best in class, the GREAT campaign is designed to project the UK's strengths, delivering measurable returns on investment. To date, the campaign has delivered over £5bn to the UK, at an average return on investment of 15:1.

The campaign is led from the Cabinet Office and harnesses the efforts of over 22 departments, 500 private sector partners and a number of high-profile individuals ('GREAT Ambassadors') to deliver activations in 164 countries across the world.

The campaign is now 12 years old, has well-established funding and is regarded by the Prime Minister as 'mission critical' to UK prosperity efforts.

Key responsibilities include:

- Demonstrating inspirational and visible leadership to direct and deliver every aspect of the GREAT campaign as the Senior Responsible Owner.
- Ensuring the governance, budget control and delivery of the campaign conforms to the highest professional and governance standards.
- Harnessing the latest in communications technology to continuously innovate and deliver more effective campaigns
- Galvanising and co-ordinating the collective efforts of over 22 UK departments and public bodies in the UK and overseas to deliver against a range of measurable objectives.
- Drive creative thinking across the campaign so that it remains fresh, relevant, effective and diverse
- Maintain and generate significant new partnerships with the private sector, contributing to the campaign's overall targets and to support its long-term strength
- Manage multiple very senior stakeholder relationships in Government and the private sector
- Advise and direct delivery partners on how to develop their campaigns effectively, using a powerful combination of channels based on audience insight
- Maintain and enhance the reputation of the campaign and the Government Communication Service (GCS), ensuring talented communicators, both in the UK and overseas, are drawn to a career in Government Communications.

The role is specialist, complex and challenging. The successful candidate will be able to demonstrate:

- Experience of leading large-scale, integrated campaigns nationally and internationally.
- Evidence of a mastery of key communications disciplines, from digital and PR, to branding and advertising
- Outstanding stakeholder management and influencing skills, operating at the highest level (Cabinet Ministers within government, C-Suite in the private sector)
- Ability to navigate complex environments and delivering through effective and collaborative partnerships across organisational boundaries
- Ability to provide inspiring and visible leadership to develop a talented, diverse and motivated team
- Resilience and creativity, with a keen commercial head and a focus on delivering value for money for the taxpayer.
- A high degree of political acumen and judgement

Annex 2 – REDACTED

Annex 3 - Pricing proposal

<u>Company Name: Gatenby Sanderson</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£26,500

- **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.**

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:	14/06/23	Date:	14/06/23