

Crown Commercial Service

Call Off Order Form

Provision of Executive Search Consultancy Assistance

Contract reference: CCHR20A46

CONTRACT for

Cabinet Office Government Recruitment Service

A Division of

Cabinet Office

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM AND CALL OFF TERMS

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Executive Search Consultancy Assistance dated 13 November 2018.

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Order Form and the Call Off Terms.

Order Number	CCHR20A46
From	Cabinet Office Government Recruitment Services ("CUSTOMER")
To	IRG Advisors LLP trading as Odgers Berndtson ("SUPPLIER")

SECTION B

1. CALL OFF CONTRACT PERIOD

1.1.	Commencement Date: Monday 12th October 2020
1.2.	Expiry Date: Monday 11th January 2021

2. SERVICES

2.1.

Services required:

The Authority requires the following executive search services:

The Supplier shall help at the planning stage to design a process and literature to support selection, to include:

- Meeting with the vacancy holder to hear in depth view on the role and its responsibilities
- Understanding the role, directorate and future plans of the team
- Advising on length of advertising period
- Likely search area for potential applicants
- Suitable advertising sources
- Salary (although not a formal salary survey or piece of work)
- Approach to diversity and attracting a diverse field

The Supplier shall be required to launch the role via CS jobs and external media

- Including launching the role on the search supplier's site (if applicable)

Placement of advertising

- Via external sources identified at the planning stage

An application list of suitability qualified and experienced candidates.

- The Supplier shall collate all applications via advertising
- The Supplier shall pro-actively approach the individuals identified as part of the search process

A diverse field of applicants

- Based on the conversations at planning around diversity and the make-up of the team / department.

A longlist of candidates to be interviewed preliminarily.

- After attendance at a longlist meeting with the selection panel which is chaired by a Civil Service Commissioner.
- A report is produced by the Supplier containing all applications and their grading of their suitability based on the agreed person specification.
- Candidates are graded A, B or C (A = recommended, B = marginal, C = not recommended)
- A total of roughly between 8 – 12 are invited to undertake a preliminary interview with the Supplier

A shortlist of candidates to be assessed and subject to a panel interview.

- A further shortlist report is produced by the Supplier detailing the outcome of the preliminary interviews.
- The panel meet again (chaired by a Civil Service Commissioner)
- The panel agree to shortlist between 3-6 candidates.

Candidate handling and literature confirming all assessments and interviews.

- Including date, time and location of interviews.
- Details of assessments including deadline.
- Confirmation in writing of all interview and assessment arrangements

Further information within Annex A – Statement of Requirements v1.1.

3. IMPLEMENTATION PLAN

3.1.	Implementation Plan:		
	1.1. THE FOLLOWING CONTRACT MILESTONES/DELIVERABLES SHALL APPLY:		
	Milestone/ Deliverable	Description	Timeframe or Delivery Date
	1	Launching of the role via CS jobs and external media	Within week 3 of Contract Award
	2	A diverse application list of suitability qualified and experienced candidates.	Within week 8 of Contract Award
	3	Produce a longlist of candidates for preliminary interviews	Within week 9 of Contract Award
	4	Produce a shortlist of candidates to be assessed and subject to panel interview	Within week 11 of Contract
5	Confirmation that the successful applicant has a start date for the position	3 weeks after close of contract	

4. CONTRACT PERFORMANCE

4.1.	Standards:		
	The Customer will measure the quality of the Supplier's delivery by adherence to Service Level Agreements (in 4.2) and delivery of Key milestones and Deliverables:		
	Milestone/ Deliverable	Description	Timeframe or Delivery Date
	1	Launching of the role via CS jobs and external media	Within week 3 of Contract Award
	2	A diverse application list of suitability qualified and experienced candidates.	Within week 8 of Contract Award
	3	Produce a longlist of candidates for preliminary interviews	Within week 9 of Contract Award
	4	Produce a shortlist of candidates to be assessed and subject to panel interview	Within week 11 of Contract
5	Confirmation that the successful applicant has a start date for the position	3 weeks after close of contract	
4.2	Service Levels:		

	KPI/SLA	SERVICE AREA	KPI/SLA DESCRIPTION	TARGET
	1	Availability	All telephone, email or postal enquiries to be fully answered within 5 working days of receipt	100%
	2	Complaints Handling	Any issues raised to be acknowledged within 2 working days of receipt	100%
	3	Contract Management	Supplier to attend review meetings as arranged with the Authority	98%
4.3	Critical Service Level Failure: Not applied			
4.4	Performance Monitoring: In Part B of Call Off Schedule 6 (Service Levels and Performance Monitoring)			
4.5	Period for providing Rectification Plan: In Clause 38.2.1(a) of the Call Off Terms			

5. PERSONNEL

5.1	Key Personnel: REDACTED
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5.2	Relevant Convictions: Clause 27.2 of the Call Off Terms
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6. PAYMENT

6.1	Call Off Contract Charges (including any applicable discount(s), but excluding VAT): There is a fixed price for the services and deliverables described in section 2.1 of this call-off order. REDACTED
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): Invoices will be submitted monthly in arrears. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
6.3	Reimbursable Expenses: Permitted
6.4	Customer billing address (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Cabinet Office, REDACTED
6.5	Call Off Contract Charges fixed for (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): The full term of the contract term.

6.6	Supplier periodic assessment of Call Off Contract Charges (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: Not Applicable
6.7	Supplier request for increase in the Call Off Contract Charges (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Call Off Contract Charges: The sum of £28,200.00 (excluding VAT)
7.2	Supplier's limitation of Liability: In Clause 36.2.1 of the Call Off Terms
7.3	Insurance: The Supplier's standard business insurance shall apply

8. TERMINATION AND EXIT

8.1	Termination on material Default: In Clause 42.2.1(c) of the Call Off Terms
8.2	Termination without cause notice period: In Clause 41.7.1 of the Call Off Terms
8.3	Undisputed Sums Limit: In Clause 42.1.1 of the Call Off Terms
8.4	Exit Management: In Call Off Schedule 9 (Exit Management)

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: Not Applicable
9.2	Commercially Sensitive Information: Not Applicable

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Call Off Terms): Recitals B to E Recital C - date of issue of the Statement of Requirements: 10/09/2020 Recital D - date of receipt of Call Off Tender: 24/09/2020
10.2	Call Off Guarantee (Clause 4 of the Call Off Terms): Not required
10.3	Security:

	Select short form security requirements
10.4	ICT Policy: Not applied
10.5	Testing: Not applied
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	Failure of Supplier Equipment (Clause 32.8 of the call off Terms): Not applied
10.8	Protection of Customer Data: In Clause 34.2.3 of the Call Off Terms The Supplier will not handle client data. The Supplier will carry out an executive search service for clients, any personal data collected or used in relation to that service is processed independently as a controller. Any data collected remains the supplier's intellectual property. The Supplier does not provide services as a processor for clients. Accordingly, the Supplier will not accept any request to enter into client data processing agreements.

10.9	<p>Notices (Clause 55.6 of the Call Off Terms):</p> <p>REDACTED</p>
10.10	<p>Transparency Reports</p> <p>In Call Off Schedule 13 (Transparency Reports)</p>
10.11	<p>Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14):</p> <p>Not Applicable</p>
10.12	<p>Call Off Tender:</p> <p>In CCHR20A46 – Annex B – Suppliers Bid v1.1</p>
10.13	<p>Data Processing</p> <p>The Supplier will not handle client data. The Supplier will carry out an executive search service for clients, any personal data collected or used in relation to that service is processed independently as a controller. Any data collected remains the supplier’s intellectual property. The Supplier does not provide services as a processor for clients. Accordingly, the Supplier will not accept any request to enter into client data processing agreements.</p>

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.

The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	REDACTED
Signature	REDACTED
Date	09/10/2020

For and on behalf of the Customer:

Name and Title	REDACTED
Signature	REDACTED
Date	12 Oct 2020