

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:

THE BUYER:	HM Treasury
BUYER ADDRESS	1 Horse Guards Road, London, SW1A 2HQ
THE SUPPLIER:	Korn Ferry (UK) Ltd
SUPPLIER ADDRESS:	Ryder Court, 14 Ryder Street, London SW1Y 6QB
REGISTRATION NUMBER:	00763575
DUNS NUMBER:	211578638

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 06 February 2025.

It's issued under the Framework Contract with the reference number **RM6290** for the provision of Executive Search Services for the public appointment of a Director of Corporate Finance for the Enterprise and Growth Unit at HM Treasury.

CALL-OFF LOT(S):
RM6290 Lot 1

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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- Joint Schedule 1 Definitions
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 (Corporate Responsibility)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **RM6290**
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security – Short Form apply)
 - Call-Off Schedule 20 (Call-Off Specification)

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: **13 January 2025**

CALL-OFF EXPIRY DATE: **13 June 2025**

CALL-OFF INITIAL PERIOD: **6 months**

CALL-OFF DELIVERABLES

See details included in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £50,000 +VAT

CALL-OFF CHARGES

£50,000 +VAT

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS transfer. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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Before payment can be considered, each invoice must include a sufficiently detailed elemental breakdown of work completed and the associated costs.

Payments will be made at the points as detailed in the framework guidance:

BUYER'S INVOICE ADDRESS:

HM Treasury, Attention: Accounts Payable, Rosebury Court, St Andrews Business Park, Norwich, Norfolk, NR7 0HS

Email: [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Human Resources Business Partner

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule 9. Short form Security will apply as per standard processes.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Senior Client Partner

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Senior Client Partner

[REDACTED]

PROGRESS REPORT FREQUENCY

Weekly: On the last working day of each week.

PROGRESS MEETING FREQUENCY

Fortnightly: exact day to be determined.

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.9

COMMERCIALLY SENSITIVE INFORMATION
[REDACTED]

SERVICE CREDITS
Not applicable

ADDITIONAL INSURANCES
Not applicable

GUARANTEE
Not applicable

SOCIAL VALUE COMMITMENT
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Senior Client Partner	Role:	HR Business Partner
Date:	07/02/2025	Date:	28/02/2025