

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **C2135**

THE BUYER: His Majesty's Treasury

BUYER ADDRESS 1 Horse Guards Road, SW1A 2HQ

THE SUPPLIER: SAXTON BAMPFYLDE HEVER LIMITED

SUPPLIER ADDRESS: REDACTED TEXT under FOIA Section 40, Personal Information

REGISTRATION NUMBER: REDACTED TEXT under FOIA Section 40, Personal Information

DUNS NUMBER: REDACTED TEXT under FOIA Section 40, Personal Information

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 02/08/2023.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non-Executive Recruitment Services.

CALL-OFF LOT(S):

Lot 3 Non-Executive and Public Appointments

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
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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 START DATE: 02/08/2023

CALL-OFF EXPIRY DATE: 02/01/2024

CALL-OFF INITIAL PERIOD: 5 months

GDPR POSITION

The Parties are Joint Controllers of Personal Data

MAXIMUM LIABILITY

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

CALL-OFF DELIVERABLES

- The supplier will be responsible for identifying appointable candidates for the role of the Financial Regulators Complaints Commissioner based on the role criteria in the job advert.
- The supplier will support the launch of the job advert on the public appointments website, including a candidate pack
- The supplier will run a recruitment campaign jointly with HM Treasury designed to maximise the reach of the advertising and the pool of potential candidates. This will include actively ensuring this campaign reaches a diverse range of potential candidates in terms of protected characteristics as well as diversity of background and experience
- The supplier will meet weekly with HM Treasury to update on progress of the recruitment, including the number of applicants and diversity data.
- The supplier will ensure that they are collecting the diversity data of applicants using the form provided by HM Treasury and sharing this with HM Treasury in a timely manner.
- The supplier will conduct a pre-sift ahead of the longlist stage, where the supplier will identify applicants who meet the essential criteria for the role and ensure that this initial longlist is sufficiently diverse in terms of protected characteristics as well as diversity of background and experience.
- The supplier will share this initial longlist with HM Treasury shortly after the advert closes. A sample of these applications may be used by the Assessment Panel at longlist stage to ensure that they agree with the supplier's approach.
- The supplier will interview candidates on the agreed longlist between the longlist and shortlist meeting stages. The supplier will share a report on each candidate ahead of the shortlist meeting.
- The supplier will support applicants throughout the recruitment process up to the point the appointment is made, including through longlisting, shortlisting and interview stages.
- The supplier will also support the Assessment Panel throughout longlisting, shortlisting and interview stages, to ensure that the Panel has all the relevant documentation in good time ahead of meetings.
- The supplier will support co-ordination of candidate interviews and feedback to candidates, including the offer to the successful candidate.
- The supplier will provide a point of contact for candidates and ensure that candidates are updates throughout the process in a timely manner.

CALL-OFF CHARGES

The total contract value is £30,000 (fixed rate)

PAYMENT METHOD

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.

Invoices should be submitted in PDF and addressed to contacts detailed in the contract award.

Invoices should contain the following information:
Contract Reference no: C2135

BUYER'S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER'S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|---|---|--|---|
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information | Name: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Role: | REDACTED TEXT under FOIA Section 40, Personal Information | Role: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Date: | 02/08/2023 | Date: | 02/08/2023 |