

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)	Redacted under FOIA section 40, Personal Information
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
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	DG Commercial - MOD
Framework Lot	Lot 1 Lot 2 - x

Direct Award authorised	Yes - <input type="checkbox"/> No - x
Call-Off (Order) Ref	PRF/01/89
Customer Department	Cabinet Office
Order Date	Friday 6 June

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £49,000 (ex VAT) paid at milestones.
Call-Off Start Date	9 June 2025
Call-Off Expiry Date	8 June 2026
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
<p>Bid Pack</p>
<p>DG Commercial requirement</p> <p>See Annex 1</p>
<p>Supplier proposal</p> <p>See Annex 2 -Odgers – Supplier Proposal - Redacted under FOIA section 43, Commercial Interests</p>
<p>Pricing Proposal</p> <p>See Annex 3</p>
<p>Security management schedule</p> <p>See Annex 4</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 – Requirement

1 – The Requirement

Job title	Director General, Commercial and Industry
Location	<p>The role will require frequent travel between London, MOD Main Building and Bristol, MOD Abbey Wood. The main location for the role could be either of these.</p> <p>This role will report directly to the MOD National Armaments Director (NAD) once they are appointed.</p>
Anticipated salary	£186,000 for external candidates, plus potential for between 30%-50% (of base salary) performance related pay.
Indicative recruitment timetable	<p>Planning meeting: early June</p> <p>Launch Advert: mid June</p> <p>Interview: end August</p>

<p>About the role</p>	<p>MOD's DG Commercial and Industry is one of the most senior commercial roles across Government. It encompasses the whole of Commercial across MOD and all the Department Agencies and ALBs, with accountability for the largest commercial workforce in the Government Commercial Function and with unlimited commercial delegation from the Permanent Secretary for all contractual commitments made by Defence across a vast range of programmes, in excess of £170 billion. The role includes executive leadership for Commercial within Defence Equipment & Support (DE&S), Defence's largest delivery agency, and is a member of the DE&S Executive Leadership Team.</p> <p>The post holder will be responsible for delivering credible commercial solutions to some of the most challenging capital projects in Government, ranging from the procurement and support of multi-billion-pound warships, aircraft, military vehicles, and munitions programmes to the provision of a vast range of commodities and services.</p> <p>The post holder will be regularly required to provide assurance and advice to Ministers and Accounting Officers within the MOD and across Government on a range of commercially related issues. The post holder must have the credibility to represent MOD in briefings to organisations such as the Public Accounts Committee and Infrastructure Programme Authority. As Commercial Functional Owner for the entirety of MOD, DG Commercial will have responsibility, and delegated authority from the Permanent Secretary, to ensure Commercial activities across Defence are discharged coherently, competently, and in line with central Government Commercial Function policy.</p> <p>As MOD Functional Owner, DG Commercial will be accountable to the National Armaments Director for:</p> <ol style="list-style-type: none"> 1. Ensuring Commercial activities across MOD are discharged consistently, competently, and with due regard to central GCO policy. This includes setting / assuring pan-Defence Commercial policy, strategy, rules, and standards and ensuring / assuring professional commercial capability across Defence (c. 2,500 employees). 2. Responsible for ensuring MOD compliance with commercial legislation and policy and for consideration of the potential parliamentary, political, and presentational aspects of all business and commercial activity. 3. Leading a step-change in commercial approach across our Acquisition System that simplifies and accelerates our ability to procure the right capabilities from industry in line with the objectives and targets to be set in the SDR and DIS. 4. Accountable for the capacity, capability, performance, and improvement of the Commercial function across MOD in line with the regularly updated Blueprint. 5. Managing strategic commercial risks and reporting to the relevant MOD audit and risk committees, including overseeing all aspects of supply chain management. 6. Accountable for the strategic relationship with industry, both on a multi-lateral basis, responsible for the governance of industry groups and forums, but also on a bi-lateral basis with
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	<p>strategic partners and suppliers as part of the strategic partnering programme and the Defence-wide SRM model.</p> <p>7. Ensuring we have a capable and resilient industrial base and supply chain.</p> <p>The specific roles and responsibilities of this role are currently being reviewed as part of the Defence Reform and the Strategic Defence Review activity. This may result in an evolution of the role's scope in accordance with revised departmental structure and priorities.</p> <p>As a senior leader in the Government Commercial Function, the role is accountable to the Government Chief Commercial Officer for:</p> <ul style="list-style-type: none">- Functional and leadership responsibility for c. 2500 Commercial colleagues with responsibility for their on-going retention and professional development.- Playing a role in the broader commercial reform programme across Government, driving up standards and delivery.
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<p>Person Specification</p>	<p>Successful candidates will be outstanding commercial leaders who can build highly effective teams and influential relationships. To be successful, you will need to demonstrate capability against the following criteria:</p> <ul style="list-style-type: none"> • Proven leadership of complex and large-scale commercial activities in either the public or private sector. • Experience of managing the delivery of major capital projects and programmes. • Proven track record of developing commercial strategies for significant, complex procurement challenges that have delivered game-changing solutions. • Experience of operating at Board level within a regulated environment, possessing the impact and gravitas to influence effectively at the most senior levels. • The successful delivery of large-scale transformation, efficiency, or business improvement programmes. • Demonstrable experience of continuously improving the performance of large commercial teams. <p>Candidates will be required to attend the Commercial Assessment and Development Centre (ADC) and achieve an 'A' at Senior Commercial Specialist level.</p>
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Annex 2 – Odgers – Supplier Proposal - **Redacted under FOIA section 43, Commercial Interests**

Annex 3 - Pricing proposal

<u>Company Name: IRG Advisors LLP</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	Redacted under FOIA section 43, Commercial Interests	£ 49,000

- 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

6 - Schedule A – Security Management Schedule

The schedule is provided for information purposes and will only be applicable to the successful Supplier who will be required to complete the schedule at the award stage and meet the security standards as specified within the following schedule.

A valid security certificate (Cyber Essentials Plus or ISO 27001) must be submitted by the successful supplier prior to any work commencing.

Cabinet does not object to the position regarding Government Data and that Cabinet Office confirms we can work within that independent data controller relationship.

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	<ul style="list-style-type: none"> • 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
Security breaches (see Paragraph 21)		
The Supplier must report any Breach of Security to the Buyer promptly	As soon as reasonably practicable after becoming aware of the breach, and in any event within [24] hours.	Yes

Signed - via Docusign	
Supplier	
<Supplier Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	23/6/2025
Buyer	
<Commercial Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	23/6/25