

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

Order Form

CALL-OFF REFERENCE: **TMAR3090**

THE BUYER: **Department for Transport**

BUYER ADDRESS: Great Minster House, London, SW1P 4DR

THE SUPPLIER: **IRG Advisors LLP (t/a Odgers Berndtson)**

SUPPLIER ADDRESS: **20 Cannon Street, London, EC4M 6XD**

REGISTRATION NUMBER: OC354226

DUNS NUMBER: 21-669-3869

SID4GOV ID: N/A

This Order Form is for the provision of the Call-Off Deliverables and dated 3rd January 2024

It's issued under the Framework Contract with the reference number **RM6290** for the provision of Executive Search Agency for MCA Public Appointment Chair

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. Attachment 3: Statement of Requirements
4. Attachment 4: Pricing Schedule
5. Attachment 5: Tender Bid
6. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6290**

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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 7 (Financial Difficulties) including Annex 5 – Optional Terms for Bronze Contracts]
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4 (see Attachment 5. Tender Bid)
 - Call-Off Schedule 5 (see Attachment 4 – Pricing Schedule)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - 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

The following Special Terms are incorporated into this Call-Off Contract:

UK GDPR - Both parties are Independent Data Controllers

CALL-OFF START DATE: **8th January 2024**

CALL-OFF EXPIRY DATE: **7th July 2024**

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

CALL-OFF DELIVERABLES

The Department for Transport (DfT) is seeking an executive search firm to assist with the recruitment for a Public Appointment of a Chair for one of its Executive Agencies (EA). This is a high priority requirement and the supplier will be expected to commence work on 8th January 2024. This requirement is to end when the activity is completed and no later than 7th July 2024 with no option to extend.

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

The Supplier shall receive payments in three (3) stages within the search process with a percentage of the total fixed fee being charged at each successful stage:

- 25% at Placements of advert
- 25% at Shortlist signed off by Buyer (i.e. DfT has signed off candidates for final stage of recruitment)
- 50% at Appointment and acceptance of candidate
- If 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).

See details in Call-Off Schedule 5 – Attachment 5: Pricing Schedule

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

or via post to:

Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

BUYER'S INVOICE ADDRESS:

[REDACTED]

Head of Maritime Sponsorship & Appointments

[REDACTED]@dft.gov.uk

2/31-34, Great Minster House, Horseferry Road, London SW1P 4DR

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BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Commercial Relationship Manager

[REDACTED]@dft.gov.uk

c/o Great Minster House, Horseferry Road, London SW1P 4DR

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Designated Member

IRG Advisors LLP (T/A Odgers Berndston)

[REDACTED]@odgersberndtson.com

20 Cannon Street, London EC4M 6XD

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Partner, Head of Maritime & Shipping Practice

IRG Advisors LLP (T/A Odgers Berndston)

[REDACTED]@odgersberndtson.com

20 Cannon Street, London, EC4M 6XD

PROGRESS REPORT FREQUENCY

As per Attachment 3: Statement of Requirements and Attachment 5: Tender Bid

PROGRESS MEETING FREQUENCY

As per Attachment 3: Statement of Requirements and Attachment 5: Tender Bid

KEY STAFF

As listed in attachment 5, Tender Bid

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

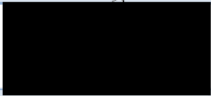

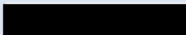

TMAR3090 Framework Schedule 6 Order Form and Call Off Schedules - IRG Advisors LLP (1)

Framework Ref: RM6290

Project Version: v1.0

Model Version: v4.0

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Designated Member	Role:	Commercial Relationship Manager
Date:		Date:	05/01/2024