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

Order Form

CALL-OFF REFERENCE:	project_21634, ecm_11830 DWP Senior Recruitment – Lot 1 – Digital, Data and Technology (DDaT) Roles (SCS1 – 3) (Primary Supplier) – (CCS Ref: itt_51368)
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Ground Floor Caxton House Tothill Street London SW1H 9NA
THE SUPPLIER:	GatenbySanderson Ltd
SUPPLIER ADDRESS:	14 King Street Leeds LS1 2HL
REGISTRATION NUMBER:	04451141
DUNS NUMBER:	424635477
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26th March 2024.

It's issued under the Framework Contract with the reference number **RM6290** for the provision of Executive & Non-Executive Recruitment Services for DWP Senior Recruitment – Lot 1 – Digital, Data and Technology (DDaT) Roles (SCS1 – 3).

CALL-OFF LOT(S):
Lot 1 – Executive Search – Grade 6, SCS1 & SCS2 (and equivalents) and
Lot 2 – Executive Search – SCS3 & SCS4 (and equivalents).

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CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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**
  - Joint Schedule 1 (Definitions)
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 5 (Corporate Social Responsibility)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)

- Call-Off Schedules for **RM6290**
  - Call-Off Schedule 3 (Continuous Improvement)
  - Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 7 (Key Supplier Staff) – to be completed at contract award (if applicable)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 14 (Service Levels)
  - 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:

None

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CALL-OFF START DATE:	2nd April 2024
CALL-OFF EXPIRY DATE:	1st April 2026
CALL-OFF INITIAL PERIOD:	2 years (with an option to extend by up to 2 years in 12-month increments (subject to approvals))

CALL-OFF DELIVERABLES
See details 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 £506,000

CALL-OFF CHARGES
See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES
None

PAYMENT METHOD
Payment by Purchase Order on receipt of a valid invoice.

SUPPLIER'S BANK DETAILS:

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

BUYER'S INVOICING ADDRESS:
SSCL Accounts Payable Team
PO Box 406
Phoenix House
Celtic Springs
Newport
NP10 8FZ

E-mail: APinvoices-DWP-U@gov.sscl.com

BUYER'S AUTHORISED REPRESENTATIVE
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Deputy Head of SCS Resourcing

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Department for Work and Pensions
People and Capability
Caxton House
3rd Floor
London
SW1H 9NA

e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

BUYER'S ENVIRONMENTAL POLICY
DWP policy available online at: https://www.gov.uk/government/publications/dwp-sustainable-procurement-strategy

BUYER'S SECURITY POLICY
DWP security policies and standards available online at: https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards

SUPPLIER'S AUTHORISED REPRESENTATIVE
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Head of Bids
GatenbySanderson Ltd
14 King Street, Leeds, LS1 2HL

e-mail: tenders@gatenbysanderson.com

SUPPLIER'S CONTRACT MANAGER
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Practice Lead
Central Government
GatenbySanderson Ltd
18 King William Street
London
EC4N 7BP

e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

PROGRESS REPORT FREQUENCY
The Supplier will provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply and attend monthly Contract Review Meetings where the agenda will include (but is not limited to): performance reporting against Service Levels; management of action log, incident handling and responses; and Risk identification and mitigation; and acting as an escalation point for queries, advice and issues.

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PROGRESS MEETING FREQUENCY
As agreed between the Buyer's Authorised Representative and the Supplier's Contract Manager.

KEY STAFF
REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Practice Lead
Central Government
GatenbySanderson Ltd
18 King William Street
London
EC4N 7BP

e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Principal Consultant, DDaT
GatenbySanderson Ltd
14 King Street
Leeds
LS1 2HL

e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Partner, DDaT,
GatenbySanderson Ltd
14 King Street
Leeds
LS1 2HL

e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION

KEY SUBCONTRACTOR(S)
Not Applicable

COMMERCIALLY SENSITIVE INFORMATION
As per Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS
Not applicable.

ADDITIONAL INSURANCES
Not applicable.

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GUARANTEE
Not applicable.

SOCIAL VALUE COMMITMENT
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

For and on behalf of the Supplier:		**For and on behalf of the Buyer:**	
Signature:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Signature:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Name:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION	Name:	REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION
Role:	Head of Bids	Role:	Category Lead
Date:	05/04/24	Date:	05/04/2024