

## **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.

<b>Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)</b>	<b>DG Workforce Team, Senior Talent &amp; Resourcing, Government People Group, Cabinet Office</b>
<b>Buyer Contact details</b>	<b>REDACTED</b>
<b>Buyer Address</b>	<b>3rd Floor, 1 Horse Guards Road, SW1A 2HQ</b>
<b>Invoice Address (if different)</b>	<b>N/A</b>

<b>Supplier Name</b>	Conexia Limited (TA Veredus)
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	Veredus, London EC2V 7BB

<b>Framework Ref</b>	RM6290 – Executive and Non-Executive Recruitment Services
<b>Job Role details - Title and Grade</b>	Executive Director: Digital Chief Operating Officer & Deputy CIO – MOD SCS 3
<b>Framework Lot</b>	Lot 2

<b>Direct Award authorised</b>	No
<b>Call-Off (Order) Ref</b>	PRF/01/76
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	20/05/2024

<b>Call-Off Charges</b>	<b>The total Contract value is a fixed fee of £21,000 (ex VAT) paid at milestones (see below)</b>
<b>Call-Off Start Date</b>	<b>20<sup>th</sup> May 2024</b>
<b>Call-Off Expiry Date</b>	<b>19<sup>th</sup> May 2025</b>
<b>GDPR Position</b>	<b>Independent Data Controllers</b>
<b>Extension Options</b>	<b>N/A</b>

**Payment Terms – Executive and Non-Executive Recruitment Services**  
**Framework rates are fully inclusive of expenses, and the Framework terms as follows:**

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six 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 Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

## 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

#### **Job Description**

This post will be a leading contributor working with the DG CIO to accelerate the development and delivery of MoD's ambition to be a leading exploiter of Digital. The creation of this post emphasises and underlines the critical contribution that emerging Digital capability must make to Defence's Military, Intelligence and Business outcomes. Reporting to the DG CIO, the post holder will hold a prime accountability to design and implement changes that are required to meet our strategic outcome promises and to incorporate a step change in the impact that digital innovation and exploitation makes to Defence.

The post holder will lead on designing and implementing the next steps to improve Digital Delivery integration across Defence Digital and the wider Digital Functional landscape involving all the constituent parts of Defence and will play a major leadership role as part of the senior team to the evolution contribute to the evolution of strategy.

#### **Specific Accountabilities:**

- Design and implement changes that transform digital delivery track record for on value, schedule, cost outcomes within Defence Digital.
- Ensure the portfolio is shaped and managed through the BoI plan to deliver step changes in innovation, exploitation, integration.
- Lead the next stage of Digital service integration across the Function to improve integration, effectiveness and efficiency.
- Deliver material change in the internal resourcing model to ensure access to the leading skills we need accessing new sources of talent, new reward mechanisms and implementing new ways of working to achieve a leading-edge digital capability.
- Improve the relevance, quality and security of core IT services and to achieve step changes in pan-defence IT operational, 'end-to-end' service delivery.
- Re-define the industry and partner supply side eco-system to contribute to leading edge delivery and drive supply side economy of scale benefits improving both effectiveness and efficiency.

As Deputy CIO to assist the CIO in driving strategy, the evolution of the Function and the development of the Defence Strategy to incorporate leading edge Digital outcomes.

#### **Responsibilities:**

- Responsible for leading core program and operations delivery amounting to some £2.5bn pa. and improving quality of outcomes.
- Ensure effective 'end-to-end operational processes are in place across the entire functional portfolio of circa £4.6bn pa to support new levels of integration and operational integrity.
- Implement new working practices that simplify and streamline overheads and administration tasks to drive pace and create space for high skilled and qualified DDAT expertise.

- Redefine the supplier eco-system to drive better access to innovation and performance.
- Design and implement the next level of clear digital operational compliance 'Rules of the Road' backed by effective measures.
- Improve internal MI on service and program delivery to promote faster paced delivery.

## **Services Required**

### **1. Planning and Launch**

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
  - Job description, person specification and salary
  - Designing a process, campaign literature and advertising strategy
  - Proposed search strategy and suggested timetable
  - Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

### **2. Search and Assess**

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- 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
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the DG Workforce Team and selection panel members with a 'longlist pack' which includes:
  - CV and Supporting Statement of each applicant
  - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
  - Confirmation of candidates that have applied under the Disability Confident scheme
  - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the DG Workforce Team and selection panel members with a 'shortlist pack' which includes:

- CV and Supporting Statement of each applicant
- A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
- A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the DG Workforce Team, where necessary, on the coordination of any pre-agreed assessment processes.

### 3. Candidate Management & Attraction

- You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- You are required to meet the following SLAs:
  - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
  - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
  - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

**Supplier Proposal** - See Annex 2 (REDACTED)

**Pricing Proposal** - See Annex 3

## PERFORMANCE OF THE DELIVERABLES

**Key Staff**

N/A

**Key Subcontractors**

N/A

**Annex 2 – SUPPLIER PROPOSAL - REDACTED**

Annex 3 – PRICING PROPOSAL

<b><u>Company Name: Veredus</u></b>		
	<b>Capped Cost - Standard Rate</b>	<b>Capped Cost - Rate Offered for this Procurement</b>
<b>The Provision of Executive Search Services</b>	<b>REDACTED</b>	<b>£ 21000</b>

- 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.



For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	20/05/2024	Date:	20/05/2024