

**Crown Commercial Service**

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**Call Off Order Form**

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**FRAMEWORK SCHEDULE 4**

**CALL OFF ORDER FORM AND CALL OFF TERMS**

## PART 1 –CALL OFF ORDER FORM

### SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the RM6002 Permanent Recruitment Framework

The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Order Form and the Call Off Terms.

Order Number	<b>CO11012022GCPO</b>
From	<b>Cabinet Office ("CUSTOMER")</b>
To	<b>IRG Advisors LLP trading as Odgers Berndtson ("SUPPLIER")</b>

### SECTION B

#### 1. CALL OFF CONTRACT PERIOD

<b>1.1.</b>	<b>Commencement Date:</b> 14/02/2022
<b>1.2.</b>	<b>Expiry Date:</b>  End date of Initial Period <b>13/02/2023</b>  End date of Extension Period: <b>Not applicable</b>  Minimum written notice to Supplier in respect of extension: <b>Not applicable</b>

#### 2. SERVICES

<b>2.1.</b>	<b>Services required:</b>  As set out in Appendix 1
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#### 3. IMPLEMENTATION PLAN

<b>3.1.</b>	<b>Implementation Plan:</b>  <b>Not applied</b>
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#### 4. CONTRACT PERFORMANCE

4.1.	<b>Standards:</b> Not applied
4.2	<b>Service Levels:</b> Not applied
4.3	<b>Critical Service Level Failure:</b> Not applied
4.4	<b>Performance Monitoring:</b> In Part B of Call Off Schedule 6 (Service Levels and Performance Monitoring)
4.5	<b>Period for providing Rectification Plan:</b> [In Clause 38.2.1(a) of the Call Off Terms]

#### 5. PERSONNEL

5.1	<b>Key Personnel:</b> <b>Redacted</b>
5.2	<b>Relevant Convictions</b> (Clause 27.2 of the Call Off Terms): Not applicable

#### 6. PAYMENT

6.1	<b>Call Off Contract Charges</b> (including any applicable discount(s), but excluding VAT): <ul style="list-style-type: none"><li>• Fixed Fee paid at milestones<ul style="list-style-type: none"><li>○ 25% Placement of advert</li><li>○ 25% Acceptance of shortlist</li><li>○ 50% Successful Placement of worker</li></ul></li><li>• Rebate 50% of fee if candidate leaves within 6 months or provide a free of charge replacement search (the latter subject to the Hiring Manager's vacancy holder's sole discretion).</li></ul>
6.2	<b>Payment terms/profile</b> (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)

<b>6.3</b>	<b>Reimbursable Expenses:</b> Not permitted
<b>6.4</b>	<b>Customer billing address</b> (paragraph 7.6 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): 70 Whitehall, London SW1A 2AS
<b>6.5</b>	<b>Call Off Contract Charges fixed for</b> (paragraph 8.2 of Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): The full length of the contract
<b>6.6</b>	<b>Supplier periodic assessment of Call Off Contract Charges</b> (paragraph 9.2 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)) will be carried out on: <b>Not applicable</b>
<b>6.7</b>	<b>Supplier request for increase in the Call Off Contract Charges</b> (paragraph 10 of Call Off Schedule 3 (Call Off Contract Charges, Payment and Invoicing)): Not Permitted

## 7. LIABILITY AND INSURANCE

<b>7.1</b>	<b>Estimated Year 1 Call Off Contract Charges:</b> The sum of £ 45,000 excluding VAT
<b>7.2</b>	<b>Supplier's limitation of Liability</b> (Clause 36.2.1 of the Call Off Terms); In Clause 36.2.1 of the Call Off Terms
<b>7.3</b>	<b>Insurance</b> (Clause 37.3 of the Call Off Terms):

## 8. TERMINATION AND EXIT

<b>8.1</b>	<b>Termination on material Default</b> (Clause 41.2.1(c) of the Call Off Terms): In Clause 42.2.1(c) of the Call Off Terms]
<b>8.2</b>	<b>Termination without cause notice period</b> (Clause <b>Error! Reference source not found.</b> of the Call Off Terms): In Clause 41.7.1 of the Call Off Terms
<b>8.3</b>	<b>Undisputed Sums Limit:</b> In Clause 42.1.1 of the Call Off Terms

<b>8.4</b>	<b>Exit Management:</b> Not applied
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## 9. SUPPLIER INFORMATION

<b>9.1</b>	<b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b> Not applied
<b>9.2</b>	<b>Commercially Sensitive Information:</b> Track record, case studies and fees.

<b>10.3</b>	<b>Security:</b> Short form security requirements
<b>10.4</b>	<b>ICT Policy:</b> Not applied
<b>10.5</b>	<b>Testing:</b> Not applied
<b>10.6</b>	<b>Business Continuity &amp; Disaster Recovery:</b> Not applied
<b>10.7</b>	<b>Failure of Supplier Equipment (Clause 32.8 of the call off Terms:</b> Not applied
<b>10.8</b>	<b>Protection of Customer Data</b> Clause 34.2.3 of the Call Off Terms The position is independent data controllers.
<b>10.9</b>	<b>Notices</b> (Clause 55.6 of the Call Off Terms): Customer's postal address and email address: 70 Whitehall, London SW1A 2AS <b>Redacted</b> Supplier's postal address and email address: ODGERS BERNDTSON 18-20 Cannon Street LONDON EC4M 6XD England
<b>10.10</b>	<b>Transparency Reports</b> In Call Off Schedule 13 (Transparency Reports)
<b>10.11</b>	<b>Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Call Off Schedule 14):</b> Not applied

<b>10.12</b>	<b>Call Off Tender:</b> In Appendix 2-Call Off Tender
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## FORMATION OF CALL OFF CONTRACT

**BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services in accordance with the terms Call Off Order Form and the Call Off Terms.**

**The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Call Off Terms and by signing below agree to be bound by this Call Off Contract.**

**In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.**

**For and on behalf of the Supplier:**

Name and Title	Redacted
Signature	Redacted
Date	04/03/2022

**For and on behalf of the Customer:**

Name and Title	Redacted
Signature	Redacted
Date	05/03/2022

## Appendix 1 Bid Pack For PRF Call Off Competition - Government Chief People Officer (Director General SCS3)



Bid Pack For PRF Call  
Off Competition - Gov

### THE VACANCY TO BE FILLED

We are seeking an experienced and expert HR leader who will be able to work with the Cabinet Secretary, CS Chief Operating Officer and all Permanent Secretaries across Government to deliver the people commitments set out in the [Declaration on Government Reform](#).

Each Civil Service Department is an employer in its own right, with an HR team providing support to the Department's Permanent Secretary as Accounting Officer. But the Government Chief People Officer (GCPO) plays a unique role in coordinating those separate employers to create a coherent single enterprise approach by:

- **Leading on all cross-Civil Service people priorities, both strategic and operational** (including sponsorship of the current reform priorities around training and learning, performance management and recruitment, plus urgent surge work such as the priority resourcing approach to Covid-19);
- **Setting the standard on all HR policies**, and owning those that apply across the Civil Service in areas that are not delegated to departments, including: the Civil Service Management Code, Civil Service Nationality Rules, Civil Service Compensation Scheme, SCS Pay and Performance and the Civil Service Pension Scheme;
- **Ensuring the HR Function across Government is professional, capable and agile**, and is widely seen as a business-focused and effective function.

Specifically, as Head of the HR Function for the Civil Service, the GCPO:

- **Acts as the chief professional adviser in the Civil Service on people and workforce related issues** - building effective and trusted relationships with ministers and senior leaders, demonstrating sound judgement on complex and sensitive issues and acting as a thought-leader and respected source of expertise in their field;
- **Is responsible for the development of an overarching people and workforce strategy** that will mean the Civil Service has the skills and capability to deliver the government's priorities, and that shapes the culture and enablers required to deliver, in the short, medium and long term (i.e. over multiple horizon lengths). The anchor for that strategy is the Declaration of Government Reform, and the identified strand of people-related priorities, where critical skills include those around digital capability and the more effective use of data;
- **Supports the development of leading edge employment policy to underpin both that strategy and wider Government Reform** - identifying gaps in our current approach based on external and professional best practice, including opportunities to develop new ideas or to regularise working practices in the service of the Government's wider agenda;
- **Builds an excellent HR function for the Civil Service that optimises people processes to deliver policy outcomes** - working closely with Departments to



ensure the function operates from a sound financial base, strategy and plan, and embedding a clear approach to performance and talent across the function - and actively protecting and promoting the values of the Civil Service;

- **Represents and is accountable for the HR Function** - including in all formal Civil Service governance, plus Select Committees and other high profile public hearings. Role models both the Civil Service values and our commitment to impartiality, evidence-based actions, and innovation and inclusion in all engagements. This may include being the 'face' of issues and initiatives from time to time externally (in national and international fora), in support of ministerial and official senior leadership;
- **Commits to continuous improvement of the functional agenda across Government** - including the development of innovative partnerships with Departments and other functions to solve delivery challenges through the practical application of leading edge HR thinking.

**Salary:** We are aware that we cannot match the equivalent private sector salary for a role of this type, but the salary for this role will be within the Director General pay band (£120,000 - £208,000). The role was last competed for in 2016, at which point it was advertised at £180,000. There has been little change in the meantime to our Head of Function salaries, and we are therefore hoping to receive approval from the Chief Secretary to the Treasury for a similar salary for this competition.

**Location** – The role will be based in one of the key Cabinet Office locations (London, York or Glasgow), with travel to these locations and other offices as required.

## **SERVICES REQUIRED**

### **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

### **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.**

#### CANDIDATE MANAGEMENT & COMMUNICATION

- **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.

## **Appendix 2- Call Off Tender**

**Redacted**