

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)	DG Workforce Team, Senior Talent & Resourcing, Government People Group, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road, SW1A 2HQ
Invoice Address (if different)	N/A
Supplier Name	IRG Advisers LLP trading as Odgers Berndston

Supplier Contact	REDACTED
Supplier Address	Odgers Berndtson 20 Cannon Street, London, EC4M 6XD

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director General, Chief Operating Officer, UKHSA SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/80
Customer Department	Cabinet Office
Order Date	28/08/2024

Call-Off Charges	The total Contract value is a fixed fee of £39,000 (ex VAT) paid at milestones (see below)
Call-Off Start Date	29 August 2024
Call-Off Expiry Date	28 August 2025
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:

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

The postholder will be an integral part of the Executive Committee and will often deputise for the Chief Executive Officer both internally and externally in a leadership and managerial capacity. A full Job Profile can be found attached.

The COO will oversee over 1000 people from a diverse range of professions and disciplines. They will be based across UKHSA's Core HQs at Birmingham, Leeds, Liverpool, (Canary Wharf) London with a large proportion holding a contractual homeworking status.

Person Specification:

- A successful track record of delivering visible and engaging leadership across a diverse and geographically dispersed organisation, building capability, and engaging and motivating a senior team to deliver a complex programme of work at pace.
- Demonstrable experience of managing large-scale and complex budgets and associated finance functions, with a successful track record of strategic financial planning. Holding a finance qualification (CCAB, CIMA or equivalent) would be helpful but not essential.
- Experience operating at Board level and successfully influencing senior decision makers across government including Ministers and/or across organisational boundaries.
- Experience of effective governance and decision making, internal control and risk management.
- A proven track record of planning and successfully delivering large-scale projects and change programmes, delivering improvement and operational efficiency.
- Experience of leading corporate strategy and policy development and deployment.
- Experience of leading corporate functions and collaborating with experts from different specialisms to demonstrate operational excellence, and deliver efficient, customer focused services.

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

Pricing Proposal - See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 2 – REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: xxxx</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 39,000

- 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.

Signed - via Docusign	
Supplier	
<Supplier Sign Here>	
REDACTED	
Job Title/Role:	Designated Member
Date Signed:	August 28th, 2024
Buyer	
<Commercial Sign Here>	
REDACTED	
Job Title/Role:	Commercial Lead
Date Signed:	29/08/2024