

**RM6002: Permanent Recruitment**

**Order Form Template**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002).

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| **Buyer Name** | Department for Environment, Food and Rural Affairs |
| **Buyer Contact** | Lawrence Fellows ([Lawrence.Fellows@defra.gov.uk](mailto:Lawrence.Fellows@defra.gov.uk)) |
| **Buyer Address** | Nobel House  2 Marsham Street  London  SW1P 4DF |
| **Invoice Address**  **(if different)** | [Accounts-Payable.def@sscl.gov.uk](mailto:Accounts-Payable.def@sscl.gov.uk)  Shared Services Connected Limited  PO Box 790  Phoenix House  Celtic Springs Business Park  Newport  NP10 8FZ |

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| **Supplier Name** | Allen Lane |
| **Supplier Contact** | Stephanie Robinson |
| **Supplier Address** | Cleveland House  33 King Street  St James  London  SW1Y 6RJ  England |

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| **Framework Ref** | RM6002 (Permanent Recruitment) |
| **Framework Lot** | Lot 7 |
| **Call-Off (Order) Ref** | Project Ref 36781 |
| **Order Date** | 19/07/2022 |
| **Call-Off Charges** | SCS2 Chief Financial Officer (CFO)  Other related Costs- Not Known  **Estimated Total Cost - £30000**  **Billing process**  **Deliverables**  The above cost is based on our delivery of a full search and selection process and this is described in high level in the attached document. Typically, in the Call Off Order form, the commercial team wouldsimply reference the requirements they had themselves put in the tender documentation and which we agreed to deliver. There are also cases when the form specifies these precisely – which is what happened with the Construction Director call-off where the Order Form stated that the following were the deliverables. (Apologies for formatting wrinkles, this has been cut from a PDF). As you’ll see, these align with the attached document but with some greater specificity on KPIs in terms of dates for delivering reports and contacts which we are able to comply with. I should say that these requirements are pretty standard for when GRS is the contracting authority:  **CALL-OFF DELIVERABLES**  **The requirement**  **GRS requires the following executive search services:**  **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  ● Immediately after the vacancy has closed, provide GRS 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 GRS with a ‘longlist pack’ which includes:  ○ CV and Supporting Statement of each applicant  ○ A sift sheet (list of applications graded - A = recommended, B = marginal or C= not recommended, 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 which is chaired by a civil service Commissioner at which you will present the outcome of your search and recommendations for longlist interview  ●Arrange and conduct preliminary interviews with agreed applicants (c.8-12)  ●At least 48 hours in advance of a shortlist meeting, provide GRS 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, B = marginal or C= not recommended  ○ A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed (not applicable if fewer than 5 candidates were longlisted)  ● Support GRS, 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 |
| **Call-Off Start Date** | 06/09/21 |
| **Call-Off Expiry Date** | 05/03/22 |
| **Extension Options** | N/A |
| **GDPR Position** | Independent Controller |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the ‘Documents’ tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002) webpage and click the “Documents” tab to view and download these.

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**

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| **The requirement** |
| **Recruitment for SCS2 Chief Financial Officer (CFO)** |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| **Allen Lane**  **Stephanie Robinson** |
| **Key Subcontractors** |
| Not Applicable |

**Execution of this Call-Off Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. It will be proposed and accepted via the APPENDIX 1 - LIST OF APPROVED USERS**

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| Name | Job Title | Contact Details |
| Lawrence Fellows | Senior Resourcing Expert Group HR | [Lawrence.fellows@defra.gov.uk](mailto:Lawrence.fellows@defra.gov.uk) |
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**APPENDIX 2**

Summary of Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Area** | **No of roles** | **Total recruitment cost** | **Campaign site cost** | **Advertising costs** | **Total cost** |
| **DEFRA** | 1 | £30,000 | - |  | £30,000 |

**APPENDIX 3**

Job Description

**Defra Bravo eSourcing site.**