

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	C284195
THE BUYER:	The Secretary of State for Department of Health and Social Care acting as part of the Crown
BUYER ADDRESS	39 Victoria Street, London, SW1 0EU
THE SUPPLIER:	Russell Reynolds Associates Limited
SUPPLIER ADDRESS:	Almack House, 28 King Street, London, SW1Y 6QW
REGISTRATION NUMBER:	03258089
DUNS NUMBER:	543135206
SID4GOV ID:	n/a

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 25th June 2024.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S):

- Lot 2 Executive Search - SCS3 & SCS4 (and equivalents)

CALL-OFF INCORPORATED TERMS

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
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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 START DATE: **1st February 2024**
CALL-OFF EXPIRY DATE: **30th December 2024**

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF DELIVERABLES

[illegible]

CALL-OFF CHARGES

£60,500 (Excluding VAT) Fixed Price

The Supplier shall receive payment in three (3) stages within the search process with a percentage of the total fixed fee being charged at each successful stage.
Payment stages as follows:

Stage	Deliverable	% of Total	Charges (Excluding VAT)
Stage 1	Placement of Advert	████	████
Stage 2	Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)	████	████
Stage 3	Appointment and acceptance of candidate	████	████
Total Charges (Excluding VAT)			£60,500

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Additional expenses such as advertising, if desired, will be charged at direct cost and only with pre-approval from the Buyer.

PAYMENT METHOD

Payment by BACS within 30 days of receiving a valid invoice

BUYER'S INVOICE ADDRESS:

[REDACTED]
DHSC, 39 Victoria Street, London, SW1H 0EU

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
DHSC, 39 Victoria Street, London, SW1H 0EU

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
Almack House, 28 King Street, London, SW1Y 6QW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
Almack House, 28 King Street, London, SW1Y 6QW

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	[REDACTED]:	[REDACTED]
Role:	Russell Reynolds Associates	Role:	Department of Health and Social Care
Date:	25.06.24	Date:	25.06.24