

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **TRHR3262**

THE BUYER: **Department for Transport**

BUYER ADDRESS: Great Minster House, London, SW1P 4DR

THE SUPPLIER: Korn Ferry (UK) Ltd

SUPPLIER ADDRESS: Ryder Court,
14 Ryder Street,
London, SW1Y 6QB

REGISTRATION NUMBER: 00763575

DUNS NUMBER: 211578638]

SID4GOV ID: **[Insert** if known]

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 16th May 2023.

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

CALL-OFF LOT(S): Lot 3: Non-Executive and Public Appointments

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**

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3. Attachment 3: Statement of Requirements
 4. Attachment 4: Pricing Schedule
 5. Attachment 5: Tender Bid
 6. Attachment 6: DfT Environmental Policy
 7. Attachment 7: Information and Cyber Security Policy
- Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
8. CCS Core Terms (version 3.0.11)
 9. 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: **17 May 2023**

CALL-OFF EXPIRY DATE: **16 November 2023**

CALL-OFF INITIAL PERIOD: **6 months**

CALL-OFF DELIVERABLES:

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DfT is looking to partner with an executive search firm to assist with the Public Appointment of a Chair recruitment for one of its major Arm's Length Bodies (ALB)

This is a high priority requirement, and the supplier will be expected to commence work on 17 May 2023. This requirement is to end when the activity is completed and at the latest 16 November 2023 with no option to extend.

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

or via post to:

Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

BUYER'S INVOICE ADDRESS:

██████████
████████████████████

Great Minister House, 33 Horseferry Road, London SW1P 4DR

BUYER'S AUTHORISED REPRESENTATIVE

██████████

Commercial Relationship Manager

████████████████████

Great Minister House, 33 Horseferry Road, London SW1P 4DR

Framework Ref: RM6290

SIGNED TRHR3262 Framework Schedule 6 Order Form Template and Call Off Schedules

BUYER'S ENVIRONMENTAL POLICY

Appended as Attachment 6

BUYER'S SECURITY POLICY

Appended at Attachment 7

SUPPLIER'S AUTHORISED REPRESENTATIVE


Senior Client Partner,
Government and Public Services
Korn Ferry (UK) Ltd
Ryder Court,
14 Ryder Street,
London,
SW1Y 6QB

SUPPLIER'S CONTRACT MANAGER

As above

PROGRESS REPORT FREQUENCY

As per attachment 4, Statement of Requirements and attachment 5, Tender Bid

PROGRESS MEETING FREQUENCY

As per attachment 4, Statement of Requirements and attachment 5, Tender Bid

KEY STAFF

As listed in attachment 5, Tender Bid

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

ADDITIONAL INSURANCES

Not applicable

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GUARANTEE

The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Senior Client Partner	Role:	Commercial Relationship Mgr
Date:	17 th May 2023	Date:	17 th May 2023