**Order Form Template**

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| **Buyer Name/Role (i.e. CSHR-**  **SAM or Campaign Partner)** | REDACTED HR Operations People & Places |
| **Buyer Contact details** | REDACTED |
| **Buyer Address** | Cabinet Office 9th Floor  1 Atlantic Square Glasgow  G2 8LA |
| **Invoice Address (if different)** | Invoices will be sent to  above address  Additionally, copies of invoices should be emailed to  REDACTED |

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| **Supplier Name** | Hays |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | Hays 1st Floor  Spectrum Building |
|  | 55 Blythswood Street |
|  | Glasgow G2 7AT |

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| **Contract Ref** | CSR/164 |
| **Job Role details - Title and Grade** | Head of Health and Safety G7 |

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| **Single Tender Award authorised** | Yes - X No - ☐ |
| **Customer Department** | Cabinet Office |
| **Order Date** | 26th August 2022 |

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| **Contract Charges** | The total Contract value is a % of the successful candidates salary  REDACTED  At an anticipated salary of c£50-55k, the total contract value will be between £9-10k. This will be capped at and will not exceed £10k. |
| **Contract Start Date** | 6th September 2022 |
| **Contract Expiry Date** | On completion |
| **GDPR Position** | Independent Data Controllers |
| **Extension Options** | N/A |

**Payment Terms – Recruitment search rates are fully inclusive of expenses, and the payment terms as follows:**

Fixed Fee paid on appointment of successful candidate

* % of salary to be capped at a maximum of £10,000 + VAT

CONTRACT INCORPORATED TERMS

No other Supplier terms are part of the 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**

**Job Specification and requirement**

See Annex 1

**Supplier proposal**

See Annex 2 – Supplier Proposal

**Pricing Proposal**

See Annex 3

**The requirement**

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| **To promote the vacancy through advertising, networking and direct headhunt approach to suitable candidates.**  **To provide appropriate applications for all interested candidates.**  **To manage candidates through the selection process, liaising with vacancy holder as appropriate.**  **To manage the offer process and candidate contact management upto the point of successful start.** |
| **Key Subcontractors** |
| N/A |

# Annex 1

**Job specification (see attached)**

**Salary c£50,000**

**Location Glasgow**

**Services Required**

**To provide recruitment consultancy services for the position of Head of Health and Safety**

# Annex 2 – Supplier Proposal

Hays are delighted to be invited to support with the

recruitment for a Head of Health & Safety. Hays are specialists in this area and are confident that we will be able to provide qualified and appropriate candidates that are applicable for the role. This will be a headhunt approach and we will utilise the candidates that we already have in our network along with branded advertising.

REDACTED REDACTED REDACTED

see below

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| **Salary** | **% Fee** |
| Up to £20, 000 | REDACTED |
| £20, 001 - £40, 000 | REDACTED |
| £40, 001 - £60, 000 | REDACTED |
| Over £60, 000 | REDACTED |

# Annex 3 - Pricing proposal

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| **Company Name** | **Hays** |
| **The provision of recruitment services for the position of Head of Health and Safety** | **% of salary**  At an expected salary of £50-55k this should be between £9-10k. This will be capped at and not exceed £10k. |

* **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 Recruitment Services are required.**

If the appointable candidate leaves within 13 weeks of the start date a direct replacement will be sourced at no extra charge.

If Cabinet Office decide not to recruit and do not take up the free replacement option a rebate will be paid the following rate;

* Up to 8 weeks 50%
* 8-13 weeks 25%

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |  |
| Signature: | REDACTED | Signature: |  | |
| Name: | Hays Recruitment | Name: | REDACTED | |
| Role: | REDACTED | Role: | REDACTED | |
| Date: | 30/8/22 | Date: | 05/09/2022 | |