

## 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.

<b>Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)</b>	<b>DG Workforce Team, Senior Talent &amp; Resourcing, Government People Group, Cabinet Office</b>
<b>Buyer Contact details</b>	<b>REDACTED</b>
<b>Buyer Address</b>	<b>3rd Floor, 1 Horse Guards Road, SW1A 2HQ</b>
<b>Invoice Address (if different)</b>	<b>N/A</b>

<b>Supplier Name</b>	<b>Saxton Bampfylde</b>
<b>Supplier Contact</b>	<b>REDACTED</b>

<b>Supplier Address</b>	Saxton Bampfylde 9 Savoy Street, London, WC2E 7EG

<b>Framework Ref</b>	<b>RM6290 – Executive and Non-Executive Recruitment Services</b>
<b>Job Role details - Title and Grade</b>	<b>Director General, Managing Director, Warheads Group MOD SCS3</b>
<b>Framework Lot</b>	<b>Lot 2</b>

<b>Direct Award authorised</b>	<b>No</b>
<b>Call-Off (Order) Ref</b>	<b>PRF/01/74</b>
<b>Customer Department</b>	<b>Cabinet Office</b>
<b>Order Date</b>	<b>19/09/2023</b>

<b>Call-Off Charges</b>	<b>The total Contract value is a fixed fee of £45,000 (ex VAT) paid at milestones (see below)</b>
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<b>Call-Off Start Date</b>	<b>20<sup>th</sup> September 2023</b>
<b>Call-Off Expiry Date</b>	<b>19<sup>th</sup> February 2024</b>
<b>GDPR Position</b>	<b>Independent Data Controllers</b>
<b>Extension Options</b>	<b>N/A</b>

**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**

<b>The requirement</b>
<b>Job Description</b>

The Defence Nuclear Enterprise (DNE) is the overall umbrella term used to describe the federation of organisations, including the Defence Nuclear Organisation (DNO) and the Submarine Delivery Agency (SDA), and arrangements that enables the Royal Navy to deliver the Continuous at Sea Deterrent (CASD) and submarine forces including both nuclear powered ballistic missile submarines and other nuclear-powered submarines

The Managing Director Warhead leads one of the two main nuclear capability portfolios. Responsible for one of the largest - with a value of more than £100Bn - and most regulated environment in Defence, the Managing Director Warhead delivers one of the most complicated portfolios of work in government. The Managing Director, Warhead Group own's the relationship with the organisations that regulate the Warhead enterprise and is accountable for meeting the regulatory obligations and expectations that they set for safe and secure operations across the enterprise.

The successful candidate would have a proven track record of delivering complex, multibillion-pound, engineering programmes safely and securely. Able to operate confidently at the very highest levels of Government, with industry and international partners, they would be an accomplished communicator, able to build and maintain excellent relationships to attract the support necessary to get the job done.

## **Services Required**

### **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, 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.

#### 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

<b>Key Staff</b>
N/A
<b>Key Subcontractors</b>
N/A

**Annex 2 – REDACTED**

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## Annex 3 – PRICING PROPOSAL

<b><u>Company Name: Saxton Bampfylde</u></b>		
	<b>Capped Cost - Standard Rate</b>	<b>Capped Cost - Rate Offered for this Procurement</b>
<b>The Provision of Executive Search Services</b>	<b>REDACTED</b>	<b>£45,000</b>

- 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.

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
<b>Signature:</b>	<b>REDACTED</b>	<b>Signature:</b>	<b>REDACTED</b>
<b>Name:</b>	<b>REDACTED</b>	<b>Name:</b>	<b>REDACTED</b>
<b>Role:</b>	<b>REDACTED</b>	<b>Role:</b>	<b>REDACTED</b>
<b>Date:</b>	19/09/2023	<b>Date:</b>	20/09/2023