


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

### Order Form

CALL-OFF REFERENCE:	C24521
THE BUYER:	HOME OFFICE
BUYER ADDRESS	2 Marsham Street Westminster London SW1P 4DF
THE SUPPLIER:	IRG Advisors LLP trading as Odgers Berndtson
SUPPLIER ADDRESS:	20 Cannon Street, London, EC4M 6XD
REGISTRATION NUMBER:	OC354226
	
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 08/12/2022.

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 1 Executive Search – Band 6, SCS1 & SCS2 (and equivalents)

Role: Director Of Communications

## 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 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - 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 6 (ICT Services)
    - 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 12 (Clustering)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - 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)
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: **08/12/2022**

CALL-OFF EXPIRY DATE: 08/06/2023

GDPR POSITION  
Independent Data 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

##### The requirement

- The supplier shall ensure that only candidates of the required standard to the requirements of the job description and person specification, with the most appropriate depth and range of experience against the customer's agreed criteria and job description, are put forward for selection.
- The supplier shall ensure that both long and short lists include an initial validation of candidate skills against the essential criteria for the job role.
- The supplier shall ensure that both long and short list reflect the customer's diversity and inclusion policy and aims for the role. The supplier shall provide customers with rationale for scoring of candidates during long list and, if required, attend sessions with the customer to finalise shortlisted candidates.
- The supplier shall manage the candidate journey to ensure the best possible candidate experience. The supplier shall ensure both internal and external candidates are treated equally and receive the same standard of candidate care proportionate to the required standard and in line with the requirements of the job description and person specification
- The supplier shall ensure that any potential conflicts of interest are identified and are appropriately and sensitively managed. The supplier shall provide weekly status updates (in writing, by telephone or face to face, as requested by the customer).

• [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Additional clauses: Notification and Termination in Relation to Financial Standing  
the Supplier shall promptly notify the Authority in writing if there is any downgrade in the credit rating or other indicator of financial distress within 5 Working Days along with any proposed mitigations. Other indicators include:

- (a) the supplier (or related entity) issuing a profits warning to a stock exchange or making any other public announcement, in each case about a material deterioration in its financial position or prospects.
- (b) there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of the supplier (or related entity);
- (c) the supplier (or related entity) committing a material breach of covenant to its lenders;
- (d) commencement of any material litigation against the supplier (or related entity) with respect to financial indebtedness or obligations under a service contract;
- (e) non-payment by the supplier (or related entity) of any financial indebtedness;
- (f) any financial indebtedness of the supplier (or related entity) becoming due as a result of an event of default;
- (g) the cancellation or suspension of any financial indebtedness in respect of the supplier (or related entity);
- (h) the removal of access to, or full utilisation of any existing cashflow facilities (e.g. invoice discounting facilities);
- (i) the external auditor of the supplier (or related entity) expressing a qualified opinion on, or including an emphasis of matter in, its opinion on the statutory accounts of that entity; and

(j) [REDACTED]

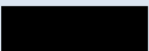

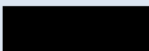
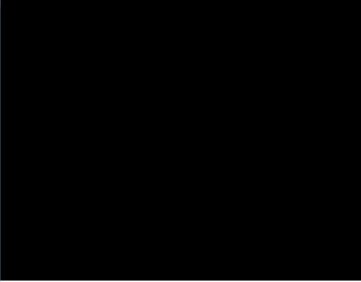

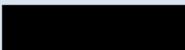

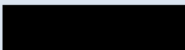




[REDACTED]

[REDACTED]

[REDACTED]





For and on behalf of the Supplier:		For and on behalf of the Buyer:	
			
			
			
Date:	09/12/2022	Date:	16/12/2022