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RM6002: Permanent Recruitment Order Form Template (Short Form)

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](#).

Buyer Name	Department for International Trade
Buyer Contact	[REDACTED]
Buyer Address	Old Admiralty Building, Westminster, London SW1A 2BL
Invoice Address (if different)	-

Supplier Name	Sanderson Government & Defence
Supplier Contact	[REDACTED]
Supplier Address	1st Floor, Clifton Down House 54a Whiteladies Road Clifton, Bristol BS8 2NH

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Lot 6
Call-Off (Order) Ref	CR_1514
Order Date	8 th October 2021
Call-Off Charges	£18,750
Call-Off Start Date	11 th October 2021
Call-Off Expiry Date	1 st June 2022
Extension Options	
GDPR Position	Independent Controller

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

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

The requirement																	
<ul style="list-style-type: none"> • Provide executive search services for the recruitment of an SCS2 Cyber Security Ambassador for UK Defence and Security Exports, actively attracting candidates to the vacancies; • Deliver a diverse field of candidates who meet the criteria for the role; • Generate a diverse pool of candidates for the role; • Adhere to Civil Service Commission Recruitment Principles throughout the campaign, as well as adhering to Civil Service nationality requirements; • Only identify candidates that meet the residency requirement and other eligibility criteria for DV clearance; • Work with the DIT HR team throughout to ensure the service provided adheres to current standards, particularly CS Commission's Recruitment Principles; • Actively manage candidates throughout the selection process, keeping them informed and engaged throughout; • Provide weekly search reports and/or calls to the panel and DIT HR team; • Provide paperwork to all panel members for each stage of selection (electronic or hard copy to be agreed); • Conduct a pre-sift of all applications received; • Conduct interviews with all longlisted candidates, providing long list reports; • Ensure diversity monitoring forms are completed for all shortlisted candidates; • Provide 2 references for all shortlisted candidates; • Work to provide a service which meets the scheduling requirements of the Department. 																	
<p>Agreed recruitment timeline</p> <p>Candidate identification begins: 11th October 2021 Candidate identification ends: 14th November 2021 Sanderson carries out candidate interviews: w.c. 15th November 2021 Shortlist meeting with DIT and next steps agreed: w.c. 22nd November 2021 Interviews: w.c. 6th December 2021 Successful candidate chosen: w.c. 11th December 2021 Successful candidate to begin role by latest: 1st June 2022</p> <p>Key Performance Indicators (in addition to KPIs in Part B of the RM6002 Framework agreement)</p> <table> <tr> <th>Metric</th><th>KPI</th><th>What information is required to measure this KPI?</th><th>How will the KPI be measured?</th><th>Red</th><th>Green</th></tr> <tr> <td>Delivery</td><td>The search firm to meet the timeline set out by the client for the delivery of the campaign. Any delays</td><td>Progress reports sent to client at each stage in the timelines.</td><td>Through regular liaison between both parties and progress reports sent to the Recruitment leads.</td><td>Timeline not met with significant fluctuation or delays to the suggested timeline by more than</td><td>Timeline met to within two weeks or any further delays discussed and agreed to in writing by the client.</td></tr> </table>						Metric	KPI	What information is required to measure this KPI?	How will the KPI be measured?	Red	Green	Delivery	The search firm to meet the timeline set out by the client for the delivery of the campaign. Any delays	Progress reports sent to client at each stage in the timelines.	Through regular liaison between both parties and progress reports sent to the Recruitment leads.	Timeline not met with significant fluctuation or delays to the suggested timeline by more than	Timeline met to within two weeks or any further delays discussed and agreed to in writing by the client.
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	discussed and agreed in writing by the client.			two weeks, unless pre-agreed in writing with the client.	
Reporting	Weekly search reports provided to the hiring department for the duration of the advert window.	During advert stage: a search report detailing applications to date, candidate sources, potential candidates, action required by the department and current Diversity data.	By the delivery of weekly search reports	Failure to deliver weekly search reports.	Search reports delivered each week the advert is live.
Campaign paperwork	Candidate reports provided in a timely manner for each stage of the recruitment process (from longlist through to interview stage).	A report to be provided and if desired by the client a review meeting scheduled following each campaign milestone as listed in 'Timelines for Service Delivery'	Through the timely delivery of reports to the client and attendance at any scheduled review meetings arranged following each recruitment milestone.	Report not received within three working days following each milestone as listed in 'Timelines for Service Delivery', unless pre-agreed with the client in writing.	Report received within three working days or any delays clearly discussed and agreed to by the client.

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED]
Key Subcontractors
N/A

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Head of Executive Search	Role:	Head of Commercial
Date:	11/10/2021	Date:	13/10/2021

Annex A – Payment Schedule

Stage	Fee due
On placement of the advert	[REDACTED]
Shortlist signed off by the client	[REDACTED]
Offer accepted by candidate	[REDACTED]