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

**Order Form**

CALL-OFF REFERENCE: CCHR25A02

THE BUYER: Crown Commercial Service

BUYER ADDRESS

REDACTED TEXT under FOIA Section 40, Personal Information

THE SUPPLIER: Russell Reynolds Associates Ltd

SUPPLIER ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information REGISTRATION NUMBER:

REDACTED TEXT under FOIA Section 40, Personal Information

DUNS NUMBER:

REDACTED TEXT under FOIA Section 40, Personal Information

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 24th February 2025.

It’s issued under the Framework Contract with the reference number RM6290 Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S): Lot 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

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 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 7 (Key Supplier Staff)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. 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: 24th February 2025

CALL-OFF EXPIRY DATE: 23rd August 2025

CONTRACT TERM: Six (6) Months

EXTENSION OPTION: N/A

GDPR POSITION

Independent 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

Support to source Senior Leader via specialist recruitment channels and including full campaign management

CALL-OFF CHARGES

REDACTED TEXT under FOIA Section 43, Commercial Interests

The total contract value is £55,500.00 excluding VAT.

PAYMENT METHOD

Invoice

## Invoicing arrangements will be fully agreed between the Buyer and the Supplier between award of contract and commencement of the service. As a minimum, invoices to the multiple commissioning departments should contain the following:

* Relevant purchase order reference number
* The contract reference number
* The campaign reference (if appropriate)
* Date of delivery
* The Contracting Authority
* Commissioning customer department and specific contact name
* Full breakdown and description of services

Payment will be made by BACS within 30 days of receipt of a valid invoice.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices should be submitted electronically to the required address at the relevant customer finance team. The supplier will establish these on contract award.

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

REDACTED TEXT under FOIA Section 40, Personal Information

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| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information | Name: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Role: | REDACTED TEXT under FOIA Section 40, Personal Information | Role: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Date: | REDACTED TEXT under FOIA Section 40, Personal Information | Date: | REDACTED TEXT under FOIA Section 40, Personal Information |