

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

Order Form

CALL-OFF REFERENCE: RM6290

THE BUYER: Department for Energy Security and Net Zero

BUYER ADDRESS 1 Victoria Street, London, SW1H 0NE

THE SUPPLIER: GatenbySanderson Limited

SUPPLIER ADDRESS: 14 King Street, Leeds, LS1 2HL

REGISTRATION NUMBER: 04451141

DUNS NUMBER: 42-463-5477

SID4GOV ID: 42-463-5477

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 21/08/23

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 3 Non-Executive and Public Appointments

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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 4 (Commercially Sensitive Information)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - 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 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 19 (Scottish Law)
 - 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: **21 August 2023**

CALL-OFF EXPIRY DATE: **31 January 2024**

GDPR POSITION

Independent Controller (default unless specified);

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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 expected output from the Executive Search, is:

- 1) To allocate a dedicated project co-ordinator to the campaign.
- 2) A suitable and impactful marketing and advertising campaign, securing discounted rates where possible.
- 3) A long and diverse range of candidates (approximately 9-12 candidates) who will be suitable and will apply for the role of the Chair of the North Sea transition Authority an Arm's Length Body of the Department for Energy Security and Net Zero ("the Department"), leading to a shortlist containing credible and diverse individuals.
- 4) Other summary information that the Department should know about the candidate, around suitability and screening.
- 5) To share a detailed timetable with the Department, incorporating the Public Appointments process timelines to produce an overall indicative timeline (some activities in the timelines are subject to the Department SpAds, Minister and No10 clearance processes).
- 6) The long list with DESNZ within an accelerated timescale.
- 7) GatenbySanderson must keep long list of candidates 'warm' and interested in the role until appointment of the successful candidate following the recruitment launch.
- 8) Weekly progress updates on the exercise should be provided by GatenbySanderson by email or through meetings with the sponsorship and appointments teams.
- 9) At the end of the campaign, GatenbySanderson should provide the Department with a detailed diversity breakdown.

The recruitment process is handled by the Executive Search Firm, GatenbySanderson from launch until the coordination of final panel, referencing and feedback to unsuccessful candidates. This will be done in close partnership with and with frequent reporting into the Department's Public Appointments Team and the North Sea Transition Authority Sponsorship Team. Names of applicants will be shared with Special Advisers, Ministers and No10 Downing Street and relevant officials for their view, before applicants are shortlisted for interview as necessary during the exercise.

CALL-OFF CHARGES (See schedule 5)

£24,950 core fee for the recruitment of a Chair.

£3,000

PAYMENT METHOD

Payment after receipt of invoice and within 30 days of invoice.

Framework Ref: RM6290

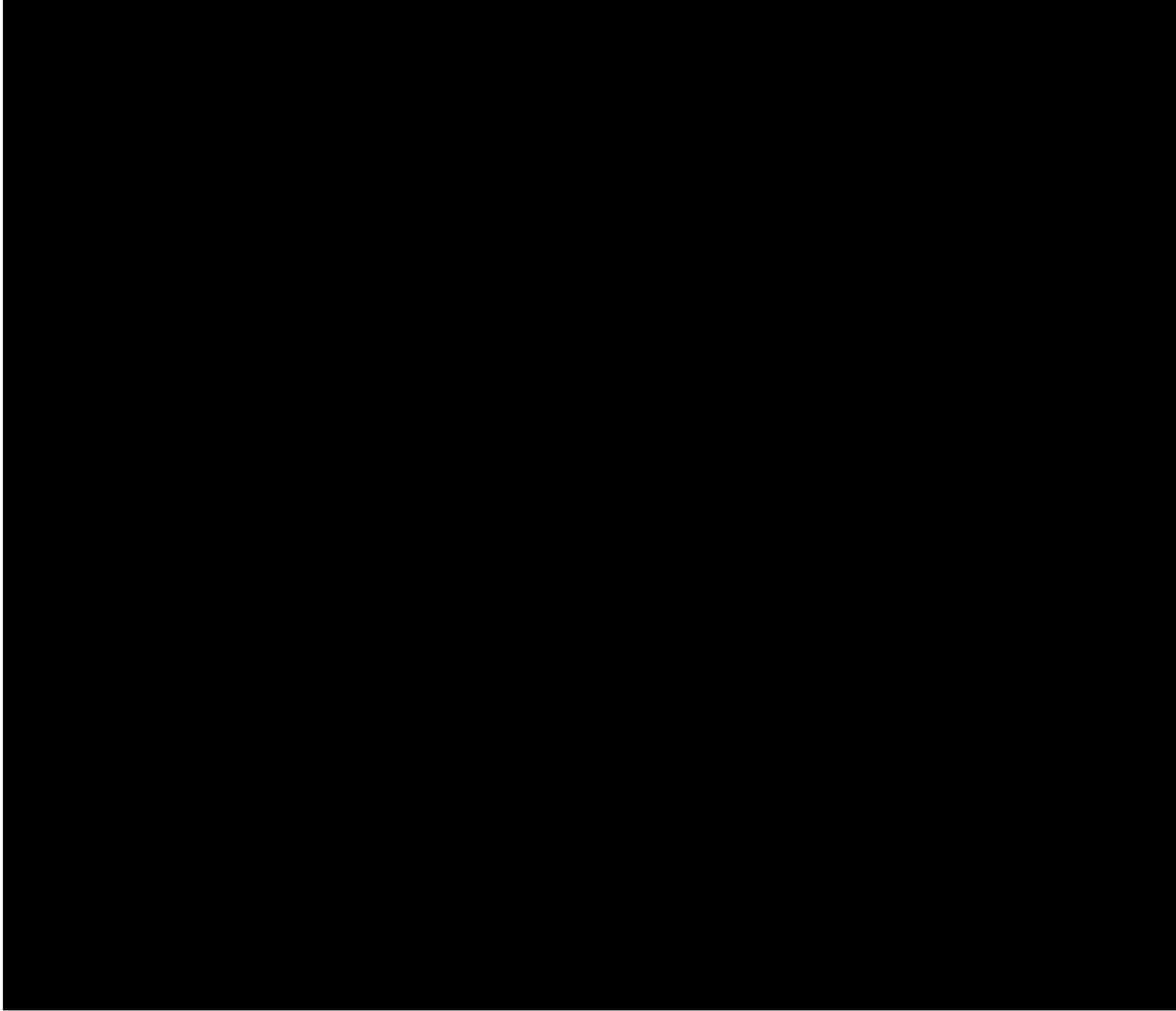
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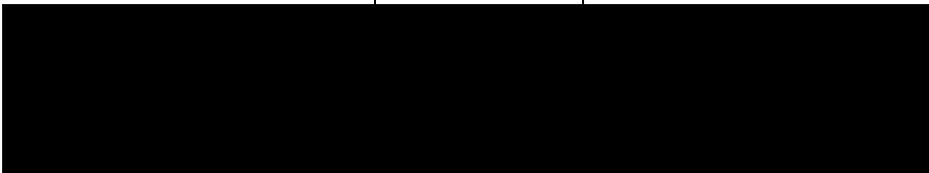
Project Version: v1.0

Model Version: v3.8

This may include t

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:			
Name:			
Role:	Partner & Practice Lead, Central Government	Role:	Deputy Director, Offshore Energy Transition and Coal Legacy Team
Date:	18 August 2023	Date:	8/21/2023

