

**RM6002: Permanent Recruitment**

**Order Form**

**(Short Form)**

**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 [RM6002 Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002).

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| **Buyer Name** | UK Government Investments Limited |
| **Buyer Contact** | **REDACTED** |
| **Buyer Address** | **REDACTED** |

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| **Supplier Name** | Audeliss Limited |
| **Supplier Contact** | **REDACTED** |
| **Supplier Address** | **REDACTED** |

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| **Framework Ref** | RM6002 (Permanent Recruitment) |
| **Framework Lot** | Lot 7 Executive Search – Senior Roles |
| **Call-Off (Order) Ref** | CCCB20A04 |
| **Order Date** | 15 June 2020 |
| **Call-Off Charges** | **REDACTED**  |
| **Call-Off Start Date** | 15 June 2020 |
| **Call-Off Expiry Date** | 17 August 2020 |
| **Extension Options** | 7 months 22 March 2021 |
| **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](https://www.crowncommercial.gov.uk/agreements/rm6002) 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**

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| **The requirement** |
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| Milestone/Deliverable | Description | Timeframe or Delivery Date |
| Diverse pipeline of candidates  | The Supplier will ensure an understanding of and fully support the Authority’s diversity and inclusion strategies and requirements for each role or campaign. This should include developing innovative strategies which succeed in contributing towards the Civil Service's diversity targets  | Immediately  |
| Shortlist of candidates  | Presentation of initial shortlist of candidates to Recruitment Manager | Candidates to be presented on a rolling basis |

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| KPI/SLA | Service Area | KPI/SLA description | Target |
|  1 | Timescales  | Timely delivery of candidate CVs  | First CVs to be received within two weeks of engagement |
| 2 | Diversity | Candidates to hold one (or more) protected characteristic  | 50% of presented candidates  |
| 3 | Quality | % of candidates taken through to interview  | 50% invited to interview |
| 4 | Candidate Experience | Supplier is expected to keep in touch, feedback and provide duty of care to candidates presented to UKGI | Provide outcomes & feedback  |

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**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| **REDACTED** |

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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: | **REDACTED** | Role: | **REDACTED** |
| Date: |  | Date: |  |