

RM6002: Permanent Recruitment

Order Form Template

(Short 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. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	<div></div> Cabinet Office - SCS Recruitment Lead
Buyer Contact details	<div></div> Mobile: <div></div>
Buyer Address	1 Horse Guards Road London SW1A 2HQ
Invoice Address (if different)	Cabinet Office SSCL Accounts Receivable Team PO Box 221 Thornton-Clevelys, Blackpool FY1 9JN
Supplier Name	Global Resourcing Ltd

Supplier Contact	<div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> Tel: <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Mobile: <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>
Supplier Address	1 Waterside, Station Road, Harpenden; Hertfordshire; AL5 4US

Framework Ref	RM6002 (Permanent Recruitment)	
Job Role details - Title and Grade	The Chief Digital and Information Officer (CDIO) – Director SCS2	
Framework Lot	Lot 6	
	Lot 1 - <input type="checkbox"/> Lot 2 - <input type="checkbox"/> Lot 3 - <input type="checkbox"/> Lot 4 - <input type="checkbox"/>	Lot 5 - <input type="checkbox"/> Lot 6 - X Lot 7 - <input type="checkbox"/> Lot 8 - <input type="checkbox"/>

Grade of Role	SCS 2	
Direct Award authorised	Yes - <input type="checkbox"/>	No - X

Call-Off (Order) Ref	RM6002CDIOrecruit20211115
Customer Department	Cabinet Office
Order Date	24 November 2021
*Call-Off Charges (check these against Lot, Role and rate card)	£20,000
Call-Off Start Date	25 November 2021
Call-Off Expiry Date	24 May 2022
Extension Options	N/A

Payment Terms - PRF Framework rates are fully inclusive of expenses, and the Framework terms as follows:

- Fixed Fee paid at milestones
 - 25% Placement of advert
 - 25% Acceptance of shortlist
 - 50% Successful Placement of worker
- Rebate 50% of fee if candidate leaves within 6 months

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website:

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002>

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

Executive Search Services for the following:

Job Role

Role Description

The Chief Digital and Information Officer (CDIO) in the Cabinet Office works at the very heart of government helping to drive the modernisation of the operation of government and the Cabinet Office.

They will:

- Advance strategies and deliver solutions that will reduce our legacy IT estate, consolidate infrastructure;
- Identify and exploit automation opportunities;
- Reuse of existing platforms, components and services to help drive cost efficiencies and improve quality;
- help identify opportunities for technology optimisation while working in direct partnership with teams across the Department;
- Hold responsibility for ensuring that technologies are designed, used and integrated into the business;
- Oversee the DDaT spend for the department and ensure that activity aligns with mandatory standards as well as the technology strategies of the Cabinet Office and wider DDaT function (CDDO);
- Improve cyber security and mitigating risks as well as providing assurance that strategic risks are identified and managed and where appropriate escalated and shared with Senior Stakeholders; and
- Provide technology, network and operational support for >10,000 users in the Cabinet Office estate.

They will report to the Chief Operating Officer and manage a team of c300 people working across the UK, predominantly in London, Manchester and Bristol.

Person Specification

- An experienced leader in digital, data and technology;

- A proven track record in large scale project and programme management;
- An inspiring and developmental leader with experience of directing and managing geographically dispersed teams across a complex organisation;
- An individual who can set clear strategic direction, inspire a team to work highly collaboratively to overcome challenges and deliver long-term benefits across an organisation;
- High levels of personal drive and an interest and passion for innovation and delivering results through new and more efficient ways of working; and
- Credibility to engage effectively with a broad range of stakeholders and gain their Confidence to challenge and influence decision making.

Salary

We anticipate we will be able to offer a salary package of up to a maximum of £149,000 for the right external candidate. We will have obtained the relevant internal approvals before advert launch.

Location:

The role can be based in either London or Glasgow. However, regular travel will be required to the other location as well as to other locations on occasion around the country, particularly Manchester and Bristol which are our two digital growth locations.

Timing

The successful supplier will need to be available to attend a planning meeting w/c 22 November - most likely to be Wednesday 24 November - with the Chief Operating Officer and the Civil Service Commissioner who will be chairing this recruitment competition - and be ready to launch a competition by the end of the week. Please be mindful of this when submitting your tender.

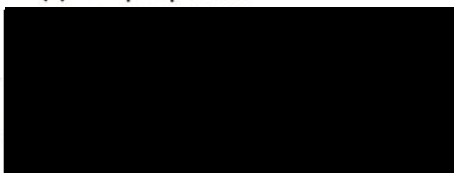
Payment Profile

The Fixed Fee will be paid in instalments at the following milestones:

- 25% - placement of advert
- 25% - acceptance of shortlist
- 50% - successful placement of worker

A rebate of 50% of the total fee will be applied if the successful candidate leaves their post within 6 months

Supplier proposal:



PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 – Global Resourcing Ltd Pricing

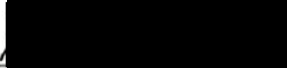

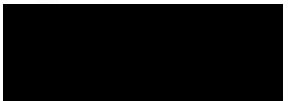


Commercial proposal

Core fee for recruitment of Chief Digital & Information Officer (SCS2) at the Cabinet Office	£20,000
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Additional costs as applicable

Candidate testing and assessment	N/A
Advertising	N/A
Microsite development if required*	N/A
Candidate expenses	N/A

The above fees are subject to more detailed briefing and contractual agreement. All fees and costs attract VAT at the prevailing rate.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	  (Nov 25, 2021 11:09 GMT)	Signature:	
Name:		Name:	
Role:	Managing Partner	Role:	HEAD OF COMMERCIAL
Date:	Nov 25, 2021	Date:	25/11/21

RM6002 Order Form CO CDIO Executive Search final

Final Audit Report

2021-11-25

Created:	2021-11-25
By:	[REDACTED]
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