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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](#).

<b>Buyer Name</b>	Department for Levelling Up, Housing and Communities
<b>Buyer Contact</b>	<a href="#">Kate Miesko</a> REDACTED
<b>Buyer Address</b>	Fry Building, 2 Marsham Street, London SW1P 4DF
<b>Invoice Address (if different)</b>	clginvoices@communities.gov.uk CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.

<b>Supplier Name</b>	Hays Specialist Recruitment Limited
<b>Supplier Contact</b>	<a href="#">Rachael Richards</a> ( <a href="mailto:Rachael.Richards@hays.com">Rachael.Richards@hays.com</a> )REDACTED
<b>Supplier Address</b>	4 <sup>th</sup> floor, 20 Triton Street, London, NW1 3BF

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	4
<b>Call-Off (Order) Ref</b>	CPD4122107
<b>Order Date</b>	13/1/2022
<b>Call-Off Charges</b>	£160,000
<b>Call-Off Start Date</b>	13/1/2022
<b>Call-Off Expiry Date</b>	31/03/2022
<b>Extension Options</b>	Option to extend for 6 months to 30/09/2022
<b>GDPR Position</b>	Independent Controller

**Commented [KM1]:** Updated to reflect the discussion and agreement with Hays/DLUHC on Monday 10<sup>th</sup> Jan.

**Commented [KM2]:** Edited to reflect our agreement on appointing only FTAs off the back of being already on Hays books

### 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"> <li>The Supplier will assist in the placement of up to 15 candidates, at HEO/SEO/Grade 7, into Civil Service roles located in DLUHC’s offices in Wolverhampton/Darlington during the 2021/22 financial year. Placement will be on Fixed Term Appointments of up to 23 months.</li> <li>The placements will fill vacancies across DLUHC’s Finance Directorate.</li> <li>Candidates will need to possess financial qualifications and/or relevant experience.</li> <li>A campaign will run in January 2022.</li> <li><del>The Supplier will, in place of a microsite, produce a candidate pack to advertise the DLUHC “offer” to those who are already on their database, with content to be agreed with DLUHC.</del></li> <li><del>The Supplier will produce a free microsite to raise awareness of DLUHC finance professionals in agreed locations.</del></li> <li>The Supplier will provide suitable candidates for each role, anonymised according to agreement with DLUHC.</li> <li>DLUHC will complete the full sift of applications from BeApplied before inviting candidates for interviews, with logistical assistance from the Supplier.</li> <li>‘Payment on fulfilment’ costs to be set at 14% of midpoint of salary for grade, including allowance for external candidates.</li> <li>‘Payment on fulfilment’ will be on the basis of starting in post following successful security clearance and references.</li> <li>If candidates become permanent Civil Servants, this will not result in an additional payment/finders fee/retention fee for the Supplier.</li> </ul>							
<p>The requirement to be delivered by the Supplier to the Buyer in accordance with this Framework during the Call-Off Period specified for ongoing supply.</p> <p>Clarified refund terms are as follows for Lot 4 inclusive</p> <table border="1"> <thead> <tr> <th>Time after Start Date</th> <th>Refund</th> </tr> </thead> <tbody> <tr> <td>If the Candidate leaves the Buyer’s employment (other than through redundancy, constructive or unlawful dismissal), less than eight (8) weeks of the Start Date</td> <td>50 % of the Introduction Fee</td> </tr> <tr> <td>If the Candidate leaves the Buyer’s employment, (other than through redundancy, constructive or unlawful dismissal), within</td> <td>25 % of the Introduction Fee</td> </tr> </tbody> </table>		Time after Start Date	Refund	If the Candidate leaves the Buyer’s employment (other than through redundancy, constructive or unlawful dismissal), less than eight (8) weeks of the Start Date	50 % of the Introduction Fee	If the Candidate leaves the Buyer’s employment, (other than through redundancy, constructive or unlawful dismissal), within	25 % of the Introduction Fee
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**Commented [KM3]:** This reflects the new agreement made before Christmas, s.t. contract, to only be able to provide FTA candidates not permanent candidates

**Commented [KM4]:** Section on microsite deleted and replaced as agreed

**Commented [KM5]:** Updated for delay

**Commented [KM6]:** Added in line with agreement with DLUHC HR colleagues

**Commented [KM7]:** This is a condition requested by DLUHC Finance Director.

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eight (8) Weeks to thirteen (13) weeks of the Start Date	
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The Supplier shall use reasonable endeavours to ensure the suitability of a candidate for the engagement. However, Buyer must also satisfy itself as to the suitability of the candidate and shall be responsible for taking up and/or confirming any references (including the confirmation of any professional or academic qualifications or any authorisation required by law) provided by the candidate and / or the Supplier before engaging the candidate.

The breakdown of payments is as follows:

- VAT at 20% which is not recoverable.
- A placement cost of 14% of the salary mid-point, dependent on grade, regardless of the final salary offered to the candidates, to be incurred on arrival in post following successful references and clearance. This is broken down in detail below and is based on National pay scales effective 1 August 2020. Please note the G7 posts only attract an accountancy allowance only if eligible and only for suitably qualified candidates; for HEO and SEO grades there is a separate payscale for eligible posts and qualified candidates.

	HEO		SEO		G7	G7 Acc.
	HEO	Accountant	SEO	Accountant		
Salary midpoint (plus allowance for G7s)	REDACTED3 2,507	REDACTED3 5,523	REDACTED3 9,618	REDACTED42 ,609	REDACTED52 ,780	REDACTED56 ,780
14% of midpoint	REDACTED4 551	REDACTED4 973	REDACTED5 547	REDACTED5 965	REDACTED7 389	REDACTED7 949
<b>Plus 20% VAT (this is the total per post on fulfilment )</b>	REDACTED5 <b>461</b>	REDACTED5 <b>968</b>	REDACTED6 <b>656</b>	REDACTED7 <b>158</b>	REDACTED8 <b>867</b>	REDACTED9 <b>529</b>
Maximum total payment for 15 posts	REDACTED8 1,918	REDACTED8 9,518	REDACTED9 9,837	REDACTED10 7,375	REDACTED13 3,004	REDACTED14 3,084

There is expected to be no placement on external job boards, and no internal candidates, as candidates will be provided from the existing database. In order to be appointed as Fixed Term Appointments candidates must not have worked in the civil service in the last 12 months.

**Commented [KM8]:** This table has been added to provide a detailed cost breakdown which everyone is clear on.

**Commented [KM9]:** This is essential – candidates must be on the existing database; this is fundamental to the GDPR treatment.

The condition on FTAs and previous employment is a matter of civil service wide HR policy.

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<del>Name: Rachael Richards, Business Director</del> REDACTED <del>Rachael.Richards@hays.com</del> <del>Jessica Billows - Jessica.billows@hays.com</del> Email: REDACTED
<b>Key Subcontractors</b>
N/A

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	