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

**Order Form**

CALL-OFF REFERENCE: **con\_3717 – Supply of Executive Search Agency for Recruitment of Communications Director for Department for Energy Security & Net Zero**

THE BUYER: **Department for Business, Energy and Industrial Strategy**

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: IRG Advisors LLP T/A Odgers Berndtson

SUPPLIER ADDRESS:20 Cannon Street, London, EC4M 6XD

REGISTRATION NUMBER:OC354226

DUNS NUMBER: 216693869

SID4GOV ID:1635246216

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 13 March 2023

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 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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **RM6290** 
  + Call-Off Schedule 4 (Call-off Tender)
  + Call-Off Schedule 5 (Pricing Details)
  + 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: **13 March 2023**

CALL-OFF EXPIRY DATE: **30 September 2023**

UK GDPR POSITION

Independent Data 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

Provide Executive Search Agency recruitment services for a new Communication Director post within Department for Energy Security & Net Zero. This includes:

* Assisting with designing the Candidate Pack and the selecting appropriate routes for advertising the campaign.
* Support to the overall recruitment campaign including long-listing, short-listing and interviews.
* Provide a diverse range of suitable candidates for consideration for the role.
* Conduct active search to identify said candidates.
* Support with onboarding the successful candidate.
* Timeline of key events:
  + Advert launched – 17 March 2023
  + Interviews – week commencing 15 May 2023
  + Offer and commence onboarding – week commencing 22 May 2023

CALL-OFF CHARGES

£46,000.00 plus VAT

EXCLUSIONS

Advertising charged at cost, in-depth psychometric assessment.

PAYMENT METHOD

Stage Payments in accordance with RM6290 terms and conditions.

* 25% - Placement of advert
* 25% - Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
* 50% - Appointment and acceptance of candidate

**BUYER’S INVOICE ADDRESS:**

**BUYER’S AUTHORISED REPRESENTATIVE**

Senior HR Business Partner

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

**SUPPLIER’S CONTRACT MANAGER**

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |