

RM6290: Executive and Non-Executive Recruitment Services 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 RM6290 Executive and Non-Executive Recruitment Services. 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)	Senior Talent & Resourcing, Government People Group, Cabinet Office
Buyer Contact details	Redacted under FOIA section 40, Personal Information
Buyer Address	1 Horse Guards Road, Westminster, London, SW1A 2HQ
Invoice Address (if different)	1 Horse Guards Road, Westminster, London, SW1A 2HQ

Supplier Name	Korn Ferry
Supplier Contact	Redacted under FOIA section 40, Personal Information
Supplier Address	Ryder Court, 14 Ryder Street London SW1Y 6QB, United Kingdom

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	National Armaments Director
Framework Lot	Lot 1 - <input type="checkbox"/> Lot 2 - X

Direct Award authorised	Yes - <input type="checkbox"/> No - X
Call-Off (Order) Ref	PRF/01/81
Customer Department	Cabinet Office
Order Date	07/10/24

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £75,000 (ex VAT) paid at milestones.
Call-Off Start Date	09/10/24
Call-Off Expiry Date	08/10/25
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services
Framework rates are fully inclusive of expenses, and the Framework terms as follows:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

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 Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

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
<p>About the role:</p> <p>As part of the Government's agenda to keep the country safe the Defence Secretary with the agreement of the Prime Minister has created this new role in the Ministry of Defence.</p> <p>The National Armaments Director (NAD) leads the Ministry of Defence (MOD) with the Permanent Secretary and the Chief of Defence Staff (CDS). Their collective mission is to protect the nation, our national interests and our prosperity.</p> <p>The NAD is responsible for delivering the capabilities needed to execute the defence plans and operations demanded by the new era. This includes; leading the Defence industrial strategy, ensuring a resilient supply chain and delivering UK exports; leading acquisition reform and harmonising procurement across domains and international partners; securing standardisation in NATO and across allies to achieve interoperability; working closely with wider government, industry, academia and international Partners to leverage best practice and investment. The NAD will take strategic direction from the SofS and MinDPI, and is a member of the Defence Board.</p> <p>Person specification:</p> <p>This role will work in partnership with the Permanent under Secretary of the Department and the Chief of Defence to provide leadership to the whole Department. Specifically the role will:</p> <ul style="list-style-type: none">• be responsible for ensuring that country has the capabilities needed to execute the defence plans and operations demanded by the increasingly dangerous world we face. This includes a focus on defence industrial strategy and relationships, to deliver modern, effective and interoperable equipment while balancing strategic, budgetary and regulatory considerations.• be a budget holder responsible for managing an annual budget of c.£13+ billion• lead approximately 15,000 people (across organisational boundaries).• have substantial international interactions including senior counterparts at NATO and the Five Powers nations. They will represent the UK on various senior international boards including the Organisation for Joint Armaments Cooperation, the US-led NAD Ukraine Defence Contact Group (UDCG) and is the acquisition lead for AUKUS Pillar 2. <p>The ideal candidate would likely be a leader in industry internationally - experience in supporting similar campaigns would be highly valued.</p>

Services Required

1. Planning and Launch

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - Job description, person specification and salary
 - Designing a process, campaign literature and advertising strategy
 - Proposed search strategy and suggested timetable
 - Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

2. Search and Assess

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the Senior Talent and Resourcing Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the Senior Talent and Resourcing Team and selection panel members with a 'longlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - Confirmation of candidates that have applied under the Disability Confident scheme
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the Senior Talent and Resourcing Team and selection panel members with a 'shortlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the Senior Talent and Resourcing Team, where necessary, on the coordination of any pre-agreed assessment processes.

3. Candidate Management & Attraction

- You are required to offer feedback to all candidates unsuccessful at

shortlist or final interview stage

- You are required to meet the following SLAs:
 - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
 - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
 - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

Supplier Proposal - See Annex 2 - Korn Ferry response - Redacted under FOIA section 43, Commercial Interests

Pricing Proposal - See Annex 3 - Korn Ferry response - Redacted under FOIA section 43, Commercial Interests

Security management schedule - See Annex 4 - Redacted under FOIA section 43, Commercial Interests

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 2 – Korn Ferry – Supplier Proposal – Redacted under FOIA section 43, Commercial Interests

Annex 3 - Pricing proposal

<u>Company Name: Korn Ferry</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 75,000

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

**Annex 4 – Security management schedule - Redacted under FOIA section 43,
Commercial Interests**

Signed - via Docusign	
Supplier	
<Supplier Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	09-10-2024
Buyer	
<Commercial Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	10-10-2024