**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: 707212451

THE BUYER: Ministry of Defence, Defence Infrastructure Organisation (DIO)

BUYER ADDRESS MOD Main Building,

 Whitehall,

 London,

 SW1A 2HB

THE SUPPLIER: GatenbySanderson Limited

SUPPLIER ADDRESS:14 King Street, Leeds, LS1 2HL

REGISTRATION NUMBER:4451141

DUNS NUMBER: 424635477

SID4GOV ID: 424635477

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17/04/2023.

It’s issued under the Framework Contract with the reference number RM6290 for the provision of: Senior Civil Service Recruitment. Please see: ‘20230307 - SOR Executive Search Multiple 1 and 2 Star Roles.docx’ for more details.

CALL-OFF LOT(S):

1

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 including the Call-Off Special Terms and Call-Off Special Schedules.
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 6 (Key Subcontractors)
	+ Joint Schedule 7 (Financial Difficulties)
	+ Joint Schedule 8 (Guarantee)
	+ Joint Schedule 9 (Minimum Standards of Reliability)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for **RM6290**
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 6 (ICT Services)
	+ Call-Off Schedule 7 (Key Supplier Staff)
	+ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
	+ Call-Off Schedule 9 (Security)
	+ Call-Off Schedule 10 (Exit Management)
	+ Call-Off Schedule 12 (Clustering)
	+ Call-Off Schedule 13 (Implementation Plan and Testing) Call-Off Schedule 14 (Service Levels)
	+ Call-Off Schedule 15 (Call-Off Contract Management)
	+ Call-Off Schedule 16 (Benchmarking)
	+ Call-Off Schedule 17 (MOD Terms)
	+ Call-Off Schedule 18 (Background Checks)
	+ Call-Off Schedule 19 (Scottish Law)
	+ Call-Off Schedule 20 (Call-Off Specification)
	+ Call-off Schedule 21 (Northern Ireland Law)
	+ Call-Off Schedule 23 (HMRC Terms)
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 SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 24/07/2023

CALL-OFF EXPIRY DATE: 24 months after contract start date

CALL-OFF INITIAL PERIOD: 2 years

CALL-OFF DELIVERABLES

Option A:

Outputs taken from ‘20230307 - SOR Executive Search Multiple 1 and 2 Star Roles.docx’:

Main POC to be the DIO People representative at all times with all direct correspondence to be shared with them.

A briefing meeting with the job owner, a DIO People representative (PR) and the Civil Service Commissioner to ensure probity and consistency of approach.  Purpose of meeting to understand and define the role specification, candidate specification, benefits and process/timeline. This will form the basis for review meetings every week in the initial 4-week search with the PR and the diary management and approach from DIO PR to support a timely and effective process.

Following the initial planning meeting we request that, unless specified, direct engagement with the job owner is not undertaken in order to manage time effectively due to the large conflicts and diary management needed.

A succinct report that identifies the approach, target audience and advertising methods. Identify and attract high calibre executives by determining organisational fit and promoting the key reward benefits from being a Senior Civil Servant.  Demonstrate steps taken to promote the role to a wide demographic of diverse candidates, including approaches via diversity networks, and supplementary information on recent successes in this area.

Identify a shortlist of suitable candidates for each role from target list and approach. Initial in-depth screening by approved headhunter and second stage screening by Senior headhunter. A face-to-face meeting or video conferencing preferred for 2nd stage by approved headhunter.

Summary Search report to be presented to job owner and People representative with full CV and interview reports for each recommended candidate. And a report detailing the outcome of EVERY approach.

Provide key Public and private sector insights and market intelligence to produce data

insights into the current market position for each role, including diversity insights.

Produce diversity statistics every step of the way in the process for each role, detailing any challenges in the current market. Provide data tables of anonymous D&I information to analyse on final appointment of the representation of candidates who have applied vs successful and how to remove barriers and facilitate candidates from all backgrounds within the attraction methodologies.

Support in the engagement with candidates in completing their psychometric testing in a timely fashion so as not to delay any process.

Facilitate a 1:1 discussion and introduction with our job owner for “fire side chats”.

Engage and keep successful candidates for interview “warm” should diary conflicts mean a delay to proceedings for interview.

Engage and operate demonstrating transparency at all stages in the process to ensure DIO can support or escalate timings should we be in danger of losing exceptional candidates.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is ***Redacted***

CALL-OFF CHARGES

Option A:

Call-off charges over 2-year contract: Not to exceed £405,000.00 EX VAT

Call-off charges per SCS Band Role:

***Redacted***

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

Via CP&F. Exostar

BUYER’S INVOICE ADDRESS:

Via CP&F

BUYER’S AUTHORISED REPRESENTATIVE

***Redacted***

Commercial Officer

***Redacted***

MOD Main Building, Whitehall, London, SW1A 2HB

BUYER’S ENVIRONMENTAL POLICY

https://www.gov.uk/government/publications/jsp-418-mod-corporate-environmental-protection-manual

BUYER’S SECURITY POLICY

https://www.gov.uk/government/publications/security-policy-framework

SUPPLIER’S AUTHORISED REPRESENTATIVE

***Redacted***

Head of Bids

***Redacted***

14 King Street, Leeds, LS1 2HL

SUPPLIER’S CONTRACT MANAGER

***Redacted***

14 King Street, Leeds, LS1 2HL

PROGRESS REPORT FREQUENCY

As per: ‘20230307 - SOR Executive Search Multiple 1 and 2 Star Roles.docx’

PROGRESS MEETING FREQUENCY

As per: ‘20230307 - SOR Executive Search Multiple 1 and 2 Star Roles.docx’

KEY STAFF

***Redacted***

Principal Consultant, Central Government

***Redacted***

14 King Street, Leeds, LS1 2HL

07384 818170

***Redacted***

Practice Lead, Central Government

***Redacted***

14 King Street, Leeds, LS1 2HL

07891 142 325

***Redacted***

Project Coordinator

***Redacted***

14 King Street, Leeds, LS1 2HL

0113 205 6106

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

Social Value as per ‘20230307 - SOR Executive Search Multiple 1 and 2 Star Roles.docx’: Model Award Criteria (MACs) chosen:

MAC 3.1: Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals

MAC 3.4: Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract.

Social Value KPI

* Over the course of this contract, we will create work experience and/or apprenticeship opportunities with exposure to the project.

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | ***Redacted*** | Signature: | ***Redacted*** |
| Name: | ***Redacted*** | Name: | ***Redacted*** |
| Role: | Principal Consultant  | Role: | DIO Senior Commercial Manager |
| Date: | 13/07/2023 | Date: | 13/07/2023 |