

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

Order Form

CALL-OFF REFERENCE:	VOA/2024/017
THE BUYER:	Valuation Office Agency
BUYER ADDRESS	8 th Floor, 10 South Colonnade, Canary Wharf, London, E14 4PY
THE SUPPLIER:	Gatenby Sanderson
SUPPLIER ADDRESS:	14 King Street, Leeds, LS1 2HL
REGISTRATION NUMBER:	04451141
DUNS NUMBER:	424635477
SID4GOV ID:	N/A

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 17 June 2024 date of issue.

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 3 Non-Executive and Public Appointments

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 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)
4. CCS Core Terms (version 3.0.11)
5. 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: 29/05/2024

CALL-OFF EXPIRY DATE: 28/05/2027

GDPR POSITION

Independent 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

1. The VOA is seeking to contract with an executive search agency to fill three posts:
 - 1.1.1. one Non-Executive Director for the VOA's Board and Audit and Risk Assurance Committee,
 - 1.1.2. one Non-Executive Member for the VOA's Audit and Risk Assurance Committee, who would need experience in reviewing financial; and statements.
 - 1.1.3. one Non-Executive Director for the VOA's Board (subject to approval)
2. In terms of timeframe for the appointments the VOA is looking to appoint one Non-Executive Director to the Board and one Non-Executive Member to ARAC in September 2024, with the other Non-Executive Director appointment by March 2025. Though there may be some flexibility to these dates to take account of relevant government approvals.
3. There may be an opportunity in the future for the Non-Executive Directors to Chair the Board or its sub-committees.

4. With all three Non-Executive appointments it is important that the successful candidates have the required experience and capability to be up and running immediately to ensure continuity.
5. We are seeking to appoint a supplier to manage the recruitment as specified below:
 - The appointed agency will manage the whole end to end sourcing process, from initial understanding of the roles through to delivering a wide range of diverse suitable candidates to the VOA for fireside chats and interview.
 - Whilst the Non-Executive roles within the VOA are not regulated by the Commissioner for Public Appointments as HMRC is a non-Ministerial appointment, agencies must ensure the selection processes comply with the principles set out in Governance Code on Public Appointments Guidance <https://www.gov.uk/government/publications/governance-code-for-public-appointments> and the recommendations in the Better Public Appointments report.
 - The agency will be familiar with the Public Appointments Diversity Plan, and, in line with that plan, ensures that diversity is considered during the recruitment process.
 - Ensure all activities carried out on behalf of the Agency in fulfilment of the contract comply with relevant employment legislation, the Data Protection Act and any relevant Civil Service or VOA policies as advised by us to the supplier.

Delivery timetable for Initial Searches in 2024 Searches, subject to panel availability – any changes to be agreed with VOA:

Task	Anticipated date
Campaign launches	5 July 2024
Campaign closes	2 August 2024
Sift	w/c 5 August 2024
Longlist	12 August 2024
GS preliminary interviews	w/c 19 August 2024
Shortlist	3 September 2024
Firesides/ due diligence	from w/c 16 September 2024
Interviews	from w/c 23 September - early October 2024

Delivery timetable to be agreed for Further Searches in 2025. Supplier to share draft delivery timetable at least six weeks prior to campaign launches.

CALL-OFF CHARGES

Initial Searches for 2024, as per delivery timetable above:

1. One Non-Executive Director for the VOA's Board and Audit and Risk Assurance Committee. £ **Redacted Under FOIA Section 43, Commercial Information.**
2. One Non-Executive Member for the VOA's Audit and Risk Assurance Committee, who would need experience in reviewing financial statements. £ **Redacted Under FOIA Section 43, Commercial Information.**
3. One Non-Executive Director for the VOA's Board – which is **subject to approval.** £ **Redacted Under FOIA Section 43, Commercial Information.**

Total of £ **Redacted Under FOIA Section 43, Commercial Information.**

Further Searches for 2025, which are subject to approval:

1. One NEM - recruitment activity to begin in May 2025 so they're in post for Nov 2025. £ [Redacted Under FOIA Section 43, Commercial Information].
2. One NED - recruitment activity to begin in Sept 2025 so they're in post for April 2026. £ [Redacted Under FOIA Section 43, Commercial Information].

Total of £ [Redacted Under FOIA Section 43, Commercial Information]

1. Media costs will be agreed per campaign and are in addition to the charges set out above.
2. If a further unplanned appointment is made from any of these campaigns in the same timeframe, that appointment would incur 'Discount 2' from the Rate Card where 'more than anticipated appointments are made from the same campaign'. The relevant fee will therefore be discounted by [Redacted Under FOIA Section 43, Commercial Information]..
3. If an appointment is made from one of these campaigns within 12 months, i.e. from a reserve list, that appointment would incur Discount 3 whereby the relevant fee would be discounted by [Redacted Under FOIA Section 43, Commercial Information]..

Grand Total £98,700 excluding VAT and media costs

PAYMENT METHOD

Payments will be made via an electronic payments system, SAP Ariba P2P (MYBuy). Invoices should be provided for each milestone within one month of agreement of deliverables and sent to [Redacted under FOIA section 40, Personal Information] copying in the Buyers Authorised Representative's email address (including the purchase order provided). Payments will be made into the bank account provided by the supplier.

BUYER'S INVOICE ADDRESS:

[Redacted under FOIA section 40, Personal Information]

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

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BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA section 40, Personal Information

For and on behalf of the Commissioners of HMRC:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	