

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

### Order Form

CALL-OFF REFERENCE: PROC 474-2022

THE BUYER: The Competition and Markets Authority (CMA)

BUYER ADDRESS The Cabot, 25 Cabot Square, London E14 4QZ

THE SUPPLIER: Russell Reynolds Associates

SUPPLIER ADDRESS: Almack House, 28 King Street  
London SW1Y 6QW

REGISTRATION NUMBER: 3258089

DUNS NUMBER: N/A

SID4GOV ID: UNSPSC number: 80111700

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20<sup>th</sup> November 2022.

It's issued under the Framework Contract with the reference number **RM6290** [Framework Contract Reference number] for the provision of Provision of Recruitments 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. Framework Special Terms
4. 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) including Annex 5 – Optional Terms for Bronze Contracts]
    - 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) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule
    - 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)~~

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- ~~○ [Call-Off Schedule 20 (Call-Off Specification) \_\_\_\_\_]~~
  - ~~○ [Call-off Schedule 21 (Northern Ireland Law) \_\_\_\_\_]~~
  - ~~○ [Call Off Schedule 23 (HMRC Terms) \_\_\_\_\_]~~
  - ~~○ [Call Off Schedule 24 (-)]~~
5. CCS Core Terms (version 3.0.11)
  6. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**
  7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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: 14<sup>th</sup> November 2022

CALL-OFF EXPIRY DATE: 13th November 2024

CALL-OFF INITIAL PERIOD: One (1) Year to 14<sup>th</sup> November 2023.

### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

### 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 **£100,000** Estimated Charges in the first 12 months of the Contract.

### CALL-OFF CHARGES



Any additional services shall be charged at the following rates  
N/A

The Charges will not be impacted by any change to the Framework Prices.

REIMBURSABLE EXPENSES

[REDACTED]

[REDACTED]

PAYMENT METHOD

BACS

Quoting a valid Purchase Order on all invoices and addressed for the attention of Buyer's Authorised Representative.

BUYER'S INVOICE ADDRESS:

CMA  
Finance Team – 9<sup>th</sup> Floor  
The Cabot, 25 Cabot Square  
London E14 4QZ

invoices@cma.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Not applicable.

BUYER'S SECURITY POLICY

**N/A**

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Almack House, 28 King Street, London, SW1Y 6QW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Almack House, 28 King Street, London, SW1Y 6QW

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Monthly on the first Working Day of each month or as otherwise agreed between the parties.

**KEY STAFF**



Almack House, 28 King Street, London, SW1Y 6QW

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

We consider all market mapping, search strategies, commentary on market conditions and evaluation of candidates to be confidential and market sensitive. In the event an FOI request is made, we request an opportunity to review and in the event needed request redactions for consideration.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

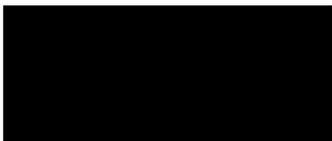
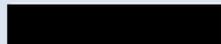
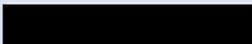
**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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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:	14 December 2022	Date:	19/12/2022