

**Order Form Template (Short Form)**  
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# **RM6002: Permanent Recruitment Order Form Template (Short Form)**

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# Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](#).

<b>Buyer Name</b>	Department for International Trade
<b>Buyer Contact</b>	
<b>Buyer Address</b>	Old Admiralty Building, Admiralty Place, Spring Gardens, London, SW1A 2DY
<b>Invoice Address (if different)</b>	-

<b>Supplier Name</b>	Inspire People
<b>Supplier Contact</b>	
<b>Supplier Address</b>	Innovation House Discovery Park Sandwich, Kent CT13 9FF

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	Lot 2
<b>Call-Off (Order) Ref</b>	CR_1549
<b>Order Date</b>	10/11/2021
<b>Call-Off Charges</b>	Maximum of £64,974.34  - See Annex A – Payment Schedule and Annex B – Charges and Discounts Per Role

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<b>Call-Off Start Date</b>	18/11/2021
<b>Call-Off Expiry Date</b>	28/02/2022
<b>Extension Options</b>	N/A
<b>GDPR Position</b>	Independent Controller

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

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**

<b>The requirement</b>
<ul style="list-style-type: none"> <li>• Provide permanent recruitment services for the DDaT campaign, actively attracting candidates to the vacancies;</li> <li>• Deliver a diverse field of candidates who meet the criteria for the role;</li> <li>• Work with the DIT HR team throughout to ensure the service provided adheres to current standards, particularly CS Commission's Recruitment Principles;</li> <li>• Actively manage candidates throughout the selection process, keeping them informed and engaged throughout;</li> <li>• Provide weekly update reports and/or calls to the panel, DIT HR team and buyer contact;</li> <li>• Provide all necessary paperwork to all panel members for each stage of selection (electronic or hard copy to be agreed);</li> <li>• Conduct a pre-sift of all applications received;</li> <li>• Conduct interviews with all longlisted candidates, providing long list reports;</li> <li>• Ensure diversity monitoring forms are completed for all shortlisted candidates;</li> <li>• Provide 2 referees for all shortlisted candidates;</li> <li>• Work to provide a service which meets the scheduling requirements of the Department.</li> </ul>

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The recruitment timeline for each role is to be agreed individually with the nominated hiring manager and should include dates in accordance with the below:

Adverts live: For 10 days (*with the possibility of extending this following a review of application numbers at the 7-day point*)

Initial sift by Inspire People: within 1 week after advert closing date

Sift meeting between Inspire People and DIT: within 2 days of initial sift

Shortlist finalised by DIT: 3 days after sift meeting

Interview invites sent out by Inspire People: within 2 days of shortlist being finalised

Interviews: to be conducted within 1 week of invites being sent

Moderation and offer: Within 1 week of interviews taking place

All activity must be completed by 28<sup>th</sup> February 2022.

**Key Performance Indicators (in addition to KPIs in Part B of the RM6002 Framework agreement):**


Metric	KPI	What information is required to measure this KPI?	How will the KPI be measured?	Red	Green
Delivery	The agency to meet the timeline set out by the client for the delivery of the campaign. Any delays discussed and agreed in writing by the client.	Progress reports sent to client at each stage in the timelines.	Through regular liaison between both parties and progress reports sent to the Recruitment leads.	Timeline not met with significant fluctuation or delays to the suggested timeline by more than two weeks, unless pre-agreed in writing with the client.	Timeline met to within two weeks or any further delays discussed and agreed to in writing by the client.
Reporting	Weekly update reports provided to the hiring department for the duration of the advert window.	During advert stage: a report detailing applications to date, candidate sources, potential candidates, action required by the department and current Diversity data.	By the delivery of weekly update reports	Failure to deliver weekly update reports.	Update reports delivered each week the advert is live.


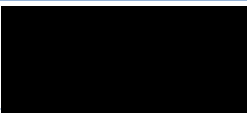
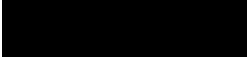

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Campaign paperwork	Candidate reports provided in a timely manner for each stage of the recruitment process (from longlist through to interview stage).	A report to be provided and if desired by the client a review meeting scheduled following each campaign milestone as listed in 'Timelines for Service Delivery'	Through the timely delivery of reports to the client and attendance at any scheduled review meetings arranged following each recruitment milestone.	Report not received within three working days following each milestone as listed in 'Timelines for Service Delivery', unless pre-agreed with the client in writing.	Report received within three working days or any delays clearly discussed and agreed to by the client.
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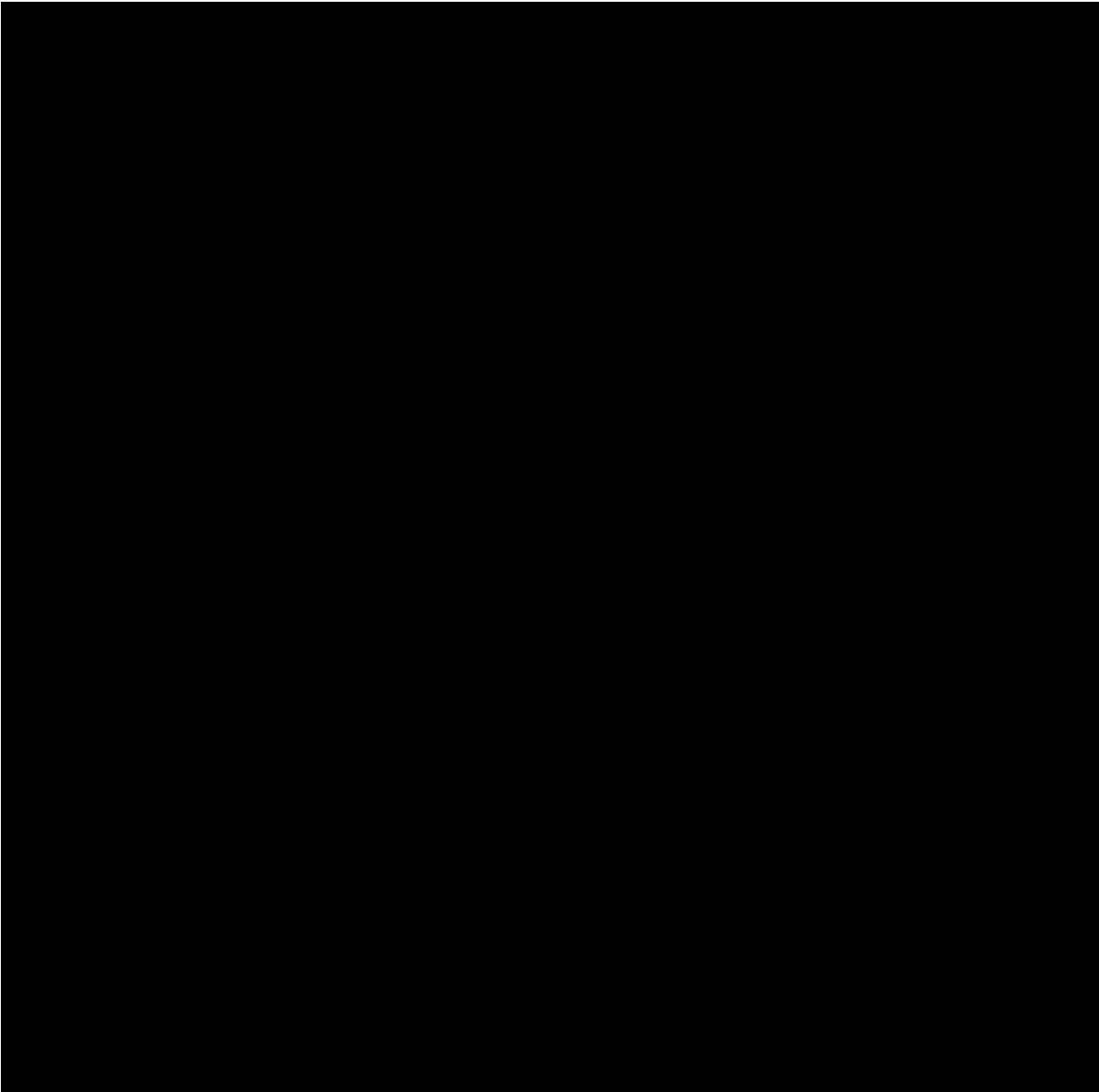
**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>

<b>Key Subcontractors</b>
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	Head of Commercial
Date:	17/11/2021	Date:	17/11/2021

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**Annex A – Payment Schedule**



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**Annex B – Charges and Discounts Per Role**

