

RM6002: Permanent Recruitment
Order Form Template
(Short Form)



Crown
Commercial
Service

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](#).

Buyer Name	Home Office
Buyer Contact	
Buyer Address	████████████████████ ████████████████ ██████████ ██████████████
Invoice Address (if different)	██

Supplier Name	████████████████████
Supplier Contact	██████████████
Supplier Address	██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ████████████████████

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Lot 6
Call-Off (Order) Ref	
Order Date	
Call-Off Charges	<p>A maximum of ██████ (excl. VAT) for completion of the search and recruitment in relation to SCS 2 National Law Enforcement Data Programme SRO</p> <p>A maximum of ██████ (excl. VAT) for completion of the search and recruitment in relation to SCS2 Director Deployment - Emergency Services Mobile communications Programme (ESMCP)</p> <p>A maximum of ██████ (excl. VAT - <i>Price dependant on role grade agreed</i>) for completion of the search and recruitment in relation to SCS 1/2 Director of Operations and Live Services.</p>

	A maximum of [REDACTED] (excl. VAT) for completion of the search and recruitment in relation to SCS 2 Director Police and Public Protection Technology DDAT. Additional optional advertising charge of up to [REDACTED] (excl. VAT)
Call-Off Start Date	07/04/22
Call-Off Expiry Date	06/04/23
Extension Options	
GDPR Position	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

The requirement
<p>Home Office has procured the services of Global Resourcing to assist in the recruitment of</p> <ol style="list-style-type: none">1. SCS 2 National Law Enforcement Data Programme SRO2. SCS 2 Director Deployment - Emergency Services Mobile communications Programme (ESMCP)3. SCS 2 potentially SCS 1 Director of Operations and Live Services4. SCS 2 Director Police and Public Protection Technology DDAT. <p>Requirements:</p> <ul style="list-style-type: none">• The supplier shall ensure that only candidates of the required standard to the requirements of the job description and person specification, with the most appropriate depth and range of experience against the customer's agreed criteria and job description, are put forward for selection.• The supplier shall ensure that both long and short lists include an initial validation of candidate skills against the essential criteria for the job role.

- The supplier shall ensure that both long and short list reflect the customer's diversity and inclusion policy and aims for the role. The supplier shall provide customers with rationale for scoring of candidates during long list and, if required, attend sessions with the customer to finalise shortlisted candidates.
- The supplier shall manage the candidate journey to ensure the best possible candidate experience. The supplier shall ensure both internal and external candidates are treated equally and receive the same standard of candidate care proportionate to the required standard and in line with the requirements of the job description and person specification
- The supplier shall ensure that any potential conflicts of interest are identified and are appropriately and sensitively managed. The supplier shall provide weekly status updates (in writing, by telephone or face to face, as requested by the customer).
- The supplier shall provide updates which cover progress against agreed timelines and key KPIs, including but not limited to diversity statistics, calibre of candidates and industry backgrounds of applicants

Payment based on agreed milestones:

25% - Longlist Presentation

25% - Shortlist Presentation

50% - Appointment of a successful candidate

Key recruitment timetable:

Shortlist completed 6 weeks after campaign launch, interviews no later than 8 weeks after short list, appointment no later than 6/7/2023 allowing for onboarding and notice period. All future campaigns should be completed within similarly agreed time frames.

Additional clauses:

Notification and Termination in Relation to Financial Standing

The Supplier shall promptly notify the Authority in writing if there is any downgrade in the credit rating or other indicator of financial distress within 5 Working Days along with any proposed mitigations. Other indicators include:

- (a) the supplier (or related entity) issuing a profits warning to a stock exchange or making any other public announcement, in each case about a material deterioration in its financial position or prospects;
- (b) there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of the supplier (or related entity);

- (c) the supplier (or related entity) committing a material breach of covenant to its lenders;
- (d) commencement of any material litigation against the supplier (or related entity) with respect to financial indebtedness or obligations under a service contract;
- (e) non-payment by the supplier (or related entity) of any financial indebtedness;
- (f) any financial indebtedness of the supplier (or related entity) becoming due as a result of an event of default;
- (g) the cancellation or suspension of any financial indebtedness in respect of the supplier (or related entity);
- (h) the removal of access to, or full utilisation of any existing cashflow facilities (e.g. invoice discounting facilities);
- (i) the external auditor of the supplier (or related entity) expressing a qualified opinion on, or including an emphasis of matter in, its opinion on the statutory accounts of that entity; and
- (j) any one of the Financial Indicators for the supplier (or related) failing to meet the required Financial Target Threshold and for which there is no appropriate mitigation or explanation. These indicators and thresholds include:
 - Net Worth greater than ■■■
 - Current Assets greater than Current Liabilities
 - Operating Margin greater than ■■■
 - Net Margin greater than ■■■
 - Net Debt to EBITDA being greater than ■■■
 - Interest Cover being less than ■

For this section a 'related entity' is defined as a material sub-contractor (delivering more than 10% of the contract value or on which there is a key dependency) or a parent entity (immediate or ultimate).

The Customer may terminate this Call Off Contract by issuing a Termination Notice to the Supplier where in the reasonable opinion of the Customer there is a material unmitigated detrimental change in the financial standing and/or the credit rating of the Supplier which:

- (a) adversely impacts on the Supplier's ability to supply the Services under this Call Off Contract; or
- (b) could reasonably be expected to have an adverse impact on the Suppliers ability to supply the Services under this Call Off Contract.

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors

For and on behalf of the Supplier:		and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Partner Operations	Role:	COMMERCIAL LEAD
Date:	04/05/2022	Date:	28/04/2022

Appendix 1 - List of Approved Users

Name	Job Title	Contact Details