

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

Order Form

CALL-OFF REFERENCE: SR1370640525

THE BUYER: HM Revenue & Customs

BUYER ADDRESS 100 Parliament Street, Westminster, London, SW1A 2BQ

THE SUPPLIER: Odgers Berndtson

SUPPLIER ADDRESS: 18-20 Cannon Street, London, EC4M 6XD

REGISTRATION NUMBER: 10040961

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 06th April 2023.

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 Executive Search – 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 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 9 (Security)
 - 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: 06/04/2023

CALL-OFF EXPIRY DATE: 05/10/2023

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.

SPECIAL TERMS

The Supplier shall ensure that all personnel (employees, sub-contractors, associates etc) providing services have been checked in accordance with the HMG Baseline Personnel Security Standards (BPSS).

CALL-OFF DELIVERABLES

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HMRC requires the supplier to provide the provision of recruitment service for the recruitment of a Non-Executive Director with small business experience.

The details of these two roles are detailed below.

JOB DESCRIPTION

Please refer to the Draft Candidate Pack (Appendix 1)

Final pack to be agreed post planning meeting.

AGENCY REQUIREMENTS

Before going live

- To provide any required market intelligence to help the vacancy holder set expectations on the salary on offer.
- Assist with the pack creation if needed and provide a timeline for the campaign
- Attend planning meeting
- Arrange dates and times in panel member diaries for shortlist meeting, fireside chats and interviews
- Advertise the role
- Agency must keep the Executive Resourcing team in the loop at all stages. Team must be copied to all email exchanges with the Vacancy Holder, this is a key deliverable and will impact service provision if not adhered to.

Adverts live

- Actively engage with candidates against the criteria, encouraging a diverse shortlist throughout
- Ensure all candidates have completed their diversity monitoring forms, without this we cannot accept applications
- Send weekly updates to the Executive Resourcing team – outlining current number of applications, number of potential candidates' team have spoken with and any highlights or issues.

Shortlist and Assessment

- Pre-sift comments and shortlist pack provided to panel (minimum 48 hours prior to sift meeting)
- Provide diversity data during shortlist meeting
- Attend longlist/ shortlist meeting and record outcomes
- If a longlist stage is required, then to interview longlisted candidates and provide reports 48 hours before the shortlist meeting*
- Outcome released to candidates and shortlisted candidates invited to book their interview slot (within 24 hours).
- Arrange for assessments such as psychometrics/ staff engagement exercise if required
- Undertake specific checks if needed

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- Take up references if required by the panel
- Interview Packs provided to panel with any panel supplied to PO for distribution to panel members. (minimum 48 hours prior to interviews)
- Attend wash-up meeting after interviews to discuss outcomes

Offer

- Provide diversity data to Exec Resourcing team
- Keep all candidates engaged and warm throughout the process
- Extend offer to successful candidate and manage them through the process and possible counter offers
- Reject other candidates and provide feedback if possible
- Assist the Exec Resourcing team with on-boarding checks and provide candidate information

The Agenda

1. Introductions and explanations of respective roles
 - The post to be filled
 - Job title
 - Pay
 - Reason for vacancy
2. Job Description
 - Achievements required
 - Measures of success
 - How different from present
 - Views of stakeholders
 - Obstacles
3. Person Specification
 - The key skills, experience and competencies
 - What really counts
 - The degree of unanimity amongst interested parties
4. Sourcing the Candidates
 - Likely candidate sources
 - Attractiveness of package – salary, pension, other – and the scope for offering in excess of advertised figure
 - Clearing the salary package with Cabinet Office/HM Treasury where needed
 - The use of search consultants and the basis on which they are to be / have been selected
 - Ensuring diversity, and the importance of getting Diversity Monitoring forms from all candidates
 - Advertise on the standard job boards.
5. The Process

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- Panel membership, including reasons for choice and experience in interviewing and any matters relating to actual or perceived conflicts of interest regarding panel members
 - Detailed arrangements, including advertising, long listing (including pre-sifting by consultant or department), consultant interviews, shortlisting, assessment testing (including psychological testing), final interviews (split, panel, series of one-on-one, or a combination)
 - Overall timetable and key dates
6. Handling of any candidate's conflict of interest
- Due diligence checks by department / agency
 - Enquiring about conflicts of interest at interviews
7. Expected role of HR
- In preparing panel members by briefing them on their role with reference to the Commission's Recruitment Principles
 - In managing timetable
 - At long and short-listing meetings
 - In managing search consultant
 - On conclusion of final interviews
 - In ensuring diversity monitoring data is provided to the Commission by the conclusion of the competition
8. Any Ministerial/ Functional interest and how to accommodate it
9. Next steps

CALL-OFF CHARGES

Total cost £28,000 (excluding VAT) as per the Framework Rate card payable in three milestones:

Stage 1: 25% fee upon placement of advert

Stage 2: 25% fee upon short list signed off by customer

Stage 3: 50% of fee paid upon candidate commences role

The milestone dates for the stages outlined above are to be agreed at planning stage. The following additional costs may be incurred if the services are requested and agreed at planning stage. The supplier will require prior written approval, from the Authority, for these additional costs before the supplier undertakes any associated works.

• Advertising Fees

• Assessment Fees

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PAYMENT METHOD

SAP Ariba Invoicing

BUYER'S INVOICE ADDRESS:

The Accounts Payable Team

Payments.team@hmrc.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]

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Annex 1 Job Description Pack:

[REDACTED]