

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

Order Form

CALL-OFF REFERENCE: **GLA 82225 – Exec Recruitment for London Travel Watch Chair**

THE BUYER: **The Greater London Authority**

BUYER ADDRESS **City Hall, Kamal Chunchie Way, London, E16 1ZE**

THE SUPPLIER: **CAPITA RESOURCING LIMITED**

Trading as Veredus, Capita Resourcing Limited, CAPITA RESOURCING LIMITED
(also trading as Veredus)

SUPPLIER ADDRESS: **65 Gresham Street, London, EC2V 7NQ, England**

REGISTRATION NUMBER: **2081330**

DUNS NUMBER: **239606200**

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 14-03-2023.

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):

- 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) NOT USED
 - 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) NOT USED
 - 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) NOT USED
 - Call-Off Schedule 17 (MOD Terms) NOT USED
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 19 (Scottish Law) NOT USED
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-off Schedule 21 (Northern Ireland Law) NOT USED
 - Call-Off Schedule 23 (HMRC Terms) NOT USED
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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

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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: **14/03/2023**

CALL-OFF EXPIRY DATE: **30/06/2023**

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.

CALL-OFF DELIVERABLES

The executive search agency is to provide the full delivery service and meet the requirements as follows:

Design the job description and advert

Secure a diverse longlist

Manage longlisting and shortlisting stages

Pre-iv candidates and support final stage ivs (and any pre-iv exercises)

Support final stage negotiations with preferred candidates

The position is for London Travel Watch Chair.

REDACTED

Timetabling

A search campaign should take 10-12 weeks from going live until the final panel.

CALL-OFF CHARGES

XXXXXXXXXXXXX

XXXXXXXXXXXXX.

XXXXXXXXXXXXX

XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

In addition to this would be any charge for advertising (dependent on media used) and any expenses incurred. Note the sum of money must be agreed beforehand with the GLA and in totality must not exceed XXXX.

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Accounts Payable, GLA, P.O. Box 45276, 14 Pier Walk, SE10 1AJ

BUYER'S AUTHORISED REPRESENTATIVE

XXXXX

Executive Director, Assembly Secretariat

LONDON ASSEMBLY

XXXXX

XXXXX

SUPPLIER'S AUTHORISED REPRESENTATIVE

XXXXXX

Executive Director

Veredus/Capita

XXXXXX

XXXXXX

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	XXXX	Name:	XXXX
Role:	Executive Director	Role:	Executive Director
Date:	XXXX	Date:	XXX