

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	DG Workforce Team, CSHR, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road SW1A 2HQ
Invoice Address (if different)	N/A
Supplier Name	GatenbySanderson

Supplier Contact	REDACTED
Supplier Address	8 Devonshire Square, London, EC2M 4PL

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director, Serious Fraud Office SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/69_AGO_DirectorSFO
Customer Department	Cabinet Office
Order Date	14/02/2023

Call-Off Charges	The total Contract value is a fixed fee of £34,000 (ex VAT) paid at milestones (see below)
Call-Off Start Date	20 March 2023
Call-Off Expiry Date	21 March 2024
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services Framework rates are fully inclusive of expenses, and the Framework terms as follows:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

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

Background: The Serious Fraud Office (SFO) is a non-ministerial department sponsored by the Attorney General's Office (AGO). Through its mission to fight serious financial crime, deliver justice to victims, and protect the UK's reputation as a safe place to do business, the SFO is an integral part of the UK's criminal justice system and response to economic crime.

Established by the Criminal Justice Act 1987, the SFO is a specialist investigating and prosecuting authority that tackles the top-level of serious or complex fraud, bribery, and corruption in the UK and internationally. In doing so, the SFO also pursues criminals for the financial benefit they have made from their crimes and assists overseas jurisdictions with their investigations into serious and complex fraud, bribery and corruption.

In delivering on its mission, the SFO is in a unique position in the UK criminal justice landscape in that it both investigates and prosecutes its cases. This joint investigative and prosecutorial structure is known as the "Roskill" model, and involves multidisciplinary case teams of lawyers, investigators, forensic accountants, external counsel, and other experts working on cases from the very outset of investigations until their conclusion including confiscation.

The Role: The Director of the SFO (DSFO) leads the SFO and is a statutory office holder, whose functions and powers are set out in the Criminal Justice Act 1987. The role is a Civil Service, Senior Civil Service Pay Band 3 (Director General level) position.

The DSFO will need to demonstrate outstanding leadership skills and experience with the ability to oversee complex operational delivery that supports the UK's efforts to tackle the most serious and complex cases of fraud, bribery, and corruption.

The DSFO will have ultimate accountability for the SFO's operational and corporate functions, including deciding which criminal investigations the SFO should open and which of those cases should be prosecuted. The DSFO is also the Accounting Officer for the SFO.

The DSFO will discharge their organisational responsibilities through the SFO's Board, Executive Committee, Audit Risk and Assurance Committee, and other supporting governance forums. The DSFO will discharge casework responsibilities on the basis of advice provided by expert SFO officials.

In leading these functions, the DSFO will be supported by the SFO's Chief Operating Officer, Chief Capability Officer and General Counsel – who alongside the Director, comprise the SFO's Executive Committee. The DSFO will discharge their functions under the statutory superintendence and sponsorship of the Attorney General and Solicitor General (the Law Officers), who fulfil these functions in accordance with a framework agreement between the Law Officers and the DSFO.

Candidate Profile: The Civil Service is open to talented people from anywhere in the world, with a right to live and work in the UK, and from any career background. We seek to identify transferable skills from the individual's experience. To help succeed in this role, the successful candidate will likely have:

- Considerable experience in major, complex litigation, whether criminal or civil, either as an investigator or as a lawyer.
- Experience of leading at an executive level with the presence to influence, negotiate, and direct a range of leaders and teams both within and across organisational boundaries.
- A track record of developing, leading, and executing strategy across an organisation of comparable scale.
- Experience of challenging the status quo and of proactively instigating and leading change in an operational environment, including using technology to drive organisational efficiency and performance.
- A track record of managing and mitigating risks and options when making decisions, demonstrating an ability to make difficult or unpopular decisions.
- Experience of building and maintaining effective relationships with stakeholders at the highest levels of seniority.
- Demonstrable experience of building high performing teams of diverse leaders from across disciplines and delivering through others by orchestrating and empowering.
- Proven communication skills, both oral and written, demonstrating the ability to engage staff at all levels of an organisation.

In addition to the above, whilst not essential it is desirable that the successful applicant also has:

- Experience of working in or closely with the public sector.
- Robust knowledge of the UK civil and criminal justice system

SERVICES REQUIRED

PLANNING AND LAUNCH

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - Job description, person specification and salary
 - Designing a process, campaign literature and advertising strategy
 - Proposed search strategy and suggested timetable

- Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

SEARCH AND ASSESS

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the DG Workforce Team and selection panel members with a 'longlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - Confirmation of candidates that have applied under the Disability Confident scheme
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the DG Workforce Team and selection panel members with a 'shortlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the DG Workforce Team, where necessary, on the coordination of any pre-agreed assessment processes.

CANDIDATE MANAGEMENT & COMMUNICATION

- You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- You are required to meet the following SLAs:
 - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
 - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
 - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

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QUALITY PROPOSAL - REDACTED

PRICING PROPOSAL - See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 2 – REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: GatenbySanderson</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 34,000

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

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:	27.03.2023	Date:	28/03/2023