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

**Order Form**

CALL-OFF REFERENCE: CR\_2380

THE BUYER: **The Department for International Trade**

BUYER ADDRESS Old Admiralty Building, London, SW1A 2DY

THE SUPPLIER: **IRG ADVISORS LLP trading as Odgers Berndtson**

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

REGISTRATION NUMBER:[REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID:[REDACTED]

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 24/01/2023.

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)
  + 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)
  + 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)
  + Call-Off Schedule 17 (MOD Terms)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 19 (Scottish Law)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-off Schedule 21 (Northern Ireland Law)
  + Call-Off Schedule 23 (HMRC Terms)

1. CCS Core Terms (version 3.0.11)
2. 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: 26th January 2023

CALL-OFF EXPIRY DATE: 31st July 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

**Services**

* Provide proactive executive search services for the campaign to recruit a new Chair for the Trade Remedies Authority, with the objective of attracting a strong pool of candidates to the vacancy
* Utilise an appropriate diversity strategy to encourage a diverse pool of candidates who meet the essential and desirable criteria for the role;
* Adhere to the Office of the Commissioner for Public Appointments (OCPA) recruitment principles throughout the campaigns, as well as adhering to Civil Service nationality requirements
* Provide regular updates to DIT throughout the various stages of the recruitment, including though not limited to:
  + weekly updates on the progress of the advert, inclusive of data around applicants, diversity and strength of field
  + weekly updates on the recruitment more generally, inclusive of progress against the agreed delivery timescales and potential or realised challenges that may delay the recruitment
  + Provide weekly reports and/or calls to the panel as necessary
* Actively manage candidates throughout the selection process, keeping them informed and engaged throughout
* Provide paperwork to all panel members for each stage of selection in electronic form
* Conduct a pre-sift of all applications received, based on the essential and desirable criteria stated within the advert
* Conduct interviews with all longlisted candidates, providing long list reports in advance of interviews for DIT and the panel members
* Ensure diversity monitoring forms are completed for all candidates during each stage of the recruitment process
* Provide two references for all shortlisted candidates
* Carry out background (due diligence) checks for all shortlisted candidates
* Work to provide a service which meets the scheduling requirements of DIT.

**Advertising**

Advert will be published on [REDACTED].

**Recruitment Timetable**

See Annex A

**KPIs**

See Annex B

CALL-OFF CHARGES

Total Call-Off Charges: £35,875

* [REDACTED]

PAYMENT METHOD

Payment will be made by BACS.

Within ten (10) Working Days of the Start Date, the Buyer will send a unique PO Number to the Supplier. The Supplier must be in receipt of a valid PO Number before submitting an invoice.

Following receipt of the Buyer’s confirmation email that a Milestone has been met, the Supplier shall submit any invoices for that Milestone to the Buyer.

The Supplier shall send its invoices in the following format:

• All invoices must be sent by email to the email address below;

• Invoices must be a PDF attachment

• Where multiple invoices are submitted on one email the Supplier shall ensure that each invoice forms a separate attachment to the email

In addition to the information required under Clause 4.5 of the Core Terms, the Supplier must include the following information in each invoice:

• An invoice number

• An invoice date

• VAT registration number (where applicable)

• The Supplier’s address and contact details

• A valid Purchase Order (PO) number – invoices without a PO will be returned to the Supplier to be resubmitted

• The Supplier’s bank details

In consideration of the supply of the Services by the Supplier, the Buyer shall pay the Supplier the invoiced amounts within thirty (30) days of receipt by the Buyer of a valid, undisputed invoice which includes a valid Purchase Order Number.

If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Buyer is entitled to terminate the Contract for a failure to pay an undisputed invoiced sum in accordance with clause 10.5 of the Core Terms. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 34 (Resolving disputes).

BUYER’S INVOICE ADDRESS:

Department for international Trade c/o UK SBS, Queensway House West Precinct Billingham

TS23 2NF

Email: [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

Telephone: 03332079122

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: | 25/01/2023 | Date: | 24/01/2023 |

**ANNEX A – Recruitment Timeline**

|  |  |  |
| --- | --- | --- |
| **Action** | **Time required** | **Completion date** |
| Advertisement go-live | 4 weeks | Opens 30 January. Minimum four week period ends 24 February. |
| Ministerial permission to close advertisement | 1 week | 22 February |
| Close advertisement, if permitted |  | 26 February |
| Sift by Odgers Berndtson | 3 working days | 1 March |
| Panel digests pack, followed by longlisting meeting | 7 working days | 10 March |
| Approval of longlist (incl. recess) | 2 weeks | 24 March |
| Preliminary interviews by Odgers Berndtson | 2 weeks (plus two days for Easter) | 11 April |
| Panel digests pack, followed by shortlisting meeting | 1 weeks | 18 April |
| Approval of shortlist (incl. recess) | 2 weeks | 2 May |
| Interviews | 2 weeks | 16 May |
| Fireside chats & SoS approval of final appointments | 1 week | 23 May |
| No 10 approval of final appointments (incl. recess) | 1 week | 31 May |
| Security clearance & handover | 4-8 weeks | 28 June – 26 July |

**Annex B – KPIs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metric** | **KPI** | **What information is required to measure this KPI?** | **How will the KPI be measured?** | **Red** | **Green** |
| Delivery | The search firm 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 DIT  sponsorship team | 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 search reports provided to the hiring  department for the duration of the advert window. | During advert stage: a search report detailing applications to date, candidate sources, potential candidates, action required by the department and current Diversity data. | By the delivery of weekly search reports. | Failure to deliver weekly search reports. | Search reports delivered each week the advert is live. |
| 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. |
| Public Appointment governance code | The search firm to ensure adherence to the relevant sections of the Office of the Commissioner for Public Appointments governance code concerning the conduct of the recruitment | Within progress reports, confirmation from the search firm where they have complied with the governance code. | Through  regular liaison between both parties and progress reports sent to the DIT  sponsorship team | Progress reports do not include information relating to adherence to the governance code. | Progress reports include information confirming that the search firm has complied with the relevant sections of the governance code at the necessary points. |