

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

### Order Form

CALL-OFF REFERENCE: CS22490

THE BUYER: Department for Energy Security and Net Zero  
(formerly the Department for Business, Energy & Industrial Strategy)

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: Korn Ferry UK Limited

SUPPLIER ADDRESS: Ryder Court, 14 Ryder Street, London, England, SW1Y 6QB

REGISTRATION NUMBER: 00763575

DUNS NUMBER: 211578638

SID4GOV ID: Not Known

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 10<sup>th</sup> February 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 - 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - 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 7 (Key Supplier Staff)
    - Call-Off Schedule 9 (Security)
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: 10 February 2023

CALL-OFF EXPIRY DATE: 09 February 2024

### GDPR POSITION

Joint Controller

### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

## Deliverables

End-to-end executive search. Deliverables include:

- providing showstopper comments on the job description (*if time allows*);
- advertising on a variety of platforms and publicising it widely, including to diversity-specific networks;
- confidentially contacting and meeting potential candidates to communicate the details of the role (including fireside chats where appropriate);
- identifying candidates of sufficient quality and diversity to generate an outreach list;
- conducting candidate profiling and assessment for long and shortlist stages and due diligence;
- generating a credible long and shortlist;
- conducting a pre-sift and pre-interviews to narrow down the longlist;
- preparing shortlisted candidates for interview;
- conducting references ahead of interview and appointment;
- throughout the process:
  - a) providing diversity reports of the outreach, and long and shortlisting stages
  - b) keeping in close contact with the BEIS team
  - c) providing support including managing the volume of applicants and communications;
  - d) ensuring the requirements of the Governance Code for Public Appointments are met.

The fee will be fixed upfront. The terms of payment will be based on deliverables following this schedule:

- 25% on the delivery of a satisfactory longlist;
- 25% on the delivery of a satisfactory shortlist;
- 50% on successful appointment.

Satisfactory longlist means 20-30 candidates who meet the essential criteria.

Satisfactory shortlist means 5-7 candidates who credible to be progressed to final interview.

In terms of the particular role, we are keen to work with a company that has the necessary networks and experience to attract a pool of candidates with wide-ranging experience and from a diverse set of backgrounds. A long-and shortlist will not be deemed acceptable if it does not contain a diverse set of candidates.

Diversity includes:

- Gender
- Race
- Disabilities
- Other protected characteristics, and
- diversity of background, experience and communities (given the UK scope of the role, we're interested in attracting candidates with experience or expertise in Wales, Scotland or Northern Ireland).

**CALL-OFF CHARGES**

£35,000.00 excluding VAT

**PAYMENT METHOD**

BACS monthly in arrears on successful completion of milestones/deliverables

**BUYER'S INVOICE ADDRESS:**

[Redacted]

The electronic PDF invoice shall be emailed to

[Redacted]

**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:	08/02/2023	Date:	8/2/23