

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)	Redacted under FOIA section 40, Personal Information
Buyer Contact details	Redacted under FOIA section 40, Personal Information
Buyer Address	HZ11, Fourth Floor, One Horse Guards Road, London SW1A 2HQ
Invoice Address (if different)	As above.

Supplier Name	IRG Advisors LLP (Odgers Berndtson)
Supplier Contact	Redacted under FOIA section 40, Personal Information
Supplier Address	20 Cannon St, London EC4M 6XD

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director of Government Communication Services
Framework Lot	Lot 1 - <input type="checkbox"/> Lot 2 - x

Direct Award authorised	Yes - <input type="checkbox"/> No - x
Call-Off (Order) Ref	PRF/01/88
Customer Department	Cabinet Office
Order Date	Tuesday 27 May 2025

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £46,000 (ex VAT) paid at milestones.
Call-Off Start Date	Tuesday 27 May 2025
Call-Off Expiry Date	26 May 2026
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:

- 25% Placement of advert
- 25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
- 50% Appointment and acceptance of candidate

The Supplier shall note that in the event:

- that the Buyer cancels the recruitment requirement, the Buyer will be responsible for the payment of the fee up to the point in the process at which the recruitment has been cancelled
- that the Supplier cancels the recruitment at any point after the placement of advert, the Buyer will make only the first 25% payment; and
- of the appointed candidate leaving the position for any reason within 6 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 Buyer's sole discretion).

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
Bid Pack
Bid requirement See Annex 1
Supplier proposal See Annex 2 - Odgers – Redacted under FOIA section 43, Commercial Interests
Pricing Proposal See Annex 3
Security management schedule See Annex 4

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 – requirement

Job title	Director of the Government Communications Service (SCS4)
Location	Cabinet Office
Anticipated salary	£170,000 - £200,000
Recruitment timetable	Launch – Currently live to market SL – Mid June Interview – End of June/July
About the role	<p>Introduction</p> <p>This role is already live on CS jobs due to its urgency. The winning bidder will need to work at pace and deliver a robust search for a key SCS4 role. The role closes on 15 June, so the winning supplier must be prepared to deliver within this timeline.</p> <p>Context to the role</p> <p>This is an exciting new Permanent Secretary level role that will deliver a step change in the impact of the Government Communications Service. The Director of Government Communications (DGCS) will play a pivotal role overseeing major reform of how the UK government communicates with the public.</p> <p>The communications leadership team in No10 is delivering a new comms strategy to reflect the changed comms landscape, and the government's commitment to running lean, agile and focused machinery of state. This new position will be driving and delivering the radical redesign of the way the government communications service operates in line with this strategy.</p> <p>The position will modernise and coordinate the government communications service's output across all departments and agencies.</p> <p>The DGCS will be instrumental in ensuring that government communications is clear, coherent, and delivering the government's priorities.</p>

Person Specification	Key Responsibilities: <ul style="list-style-type: none">• Drive and implement a radical redesign of government comms to ensure alignment with the No10 comms strategy.• Ensure the communications strategy as set by the centre is delivered across central government and associated agencies, reflecting the government's objectives and effectively engaging with all parts of society, using a variety of communication channels and approaches.• Oversee the implementation of a unified communications approach, ensuring that messaging is consistent, strategic, and delivered effectively across all platforms.• Alongside the political communications team in No10, particularly the No10 Directors of Communications, advise all Cabinet Ministers to ensure all departmental communications are consistent with the wider cross-government comms strategy.• Strengthen HMG's online and social media offering, utilising cutting edge analytics to develop, target and improve comms campaigns.• Design, deliver and implement a rigorous performance management approach for departmental communications, working closely with departmental Directors of Comms to agree associated key performance indicators.• In line with the No10 comms strategy, strengthen media relations by improving standards and practices across departments, ensuring proactive engagement and responsive communication with media organisations.• Directly oversee a substantial communications budget, ensuring resources are allocated efficiently and effectively to support communication objectives and initiatives, with line management responsibilities for Cabinet Office based communications professionals
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	<p>(currently 190) and professional oversight for the entire Government Communications Profession.</p> <ul style="list-style-type: none"> • Promote the work of the Government Communications Profession both publicly and within the government, advocating for the importance of effective communication in achieving government aims. • Responsibility for the capability of the Government Communications Profession, including innovation and adoption of new technologies to ensure a diverse audience for government communications and ensuring that the government communications profession reflects a broad range of perspectives and backgrounds. <p>Essential Criteria:</p> <ul style="list-style-type: none"> • Extensive experience in a senior communications role within a complex organisation, ideally with experience of engaging with the public sector or delivering impact on matters of public interest. • Proven track record of leading large-scale communication strategies that have successfully engaged diverse audiences and delivered positive outcomes, with an exceptional understanding of the media landscape and political context. Strong news judgement and experience of managing media interactions. • Demonstrable experience of fostering collaboration and coalition-building across various stakeholders, including senior leaders and governmental officials, with excellent interpersonal and influencing skills. • Capacity to develop and implement innovative communication processes and initiatives, with a focus on continuous improvement and adaptation, combined with experience of change management and organisational transformation, ideally within a communications context.
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Annex 2 – – Supplier Proposal

Redacted under FOIA section 43, Commercial Interests

Annex 3 - Pricing proposal

<u>Company Name:</u> IRG Advisors LLP (Odgers Berndtson)		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	Redacted under FOIA section 43, Commercial Interests	£ 46,000

- 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.

Annex 4 – Security management schedule

Supplier obligations Core requirements <p>The Supplier must comply with the core requirements set out in Paragraphs 3 to 8.</p> <p>Where the Buyer has selected an option in the table below, the Supplier must comply with the requirements relating to that option set out in the relevant Paragraph:</p>		
Security Standard	Requirement	Your Response
Certifications (see Paragraph 3)		
The Supplier must have the following Certifications:	Cyber Essentials Plus* or ISO27001* *please delete as applicable	Yes
Locations (see Paragraph 4)		
The Supplier and Subcontractors may store, access or Process Government Data in:	The United Kingdom only	Yes
Security testing (see Paragraph 9)		
The Supplier must undertake security testing and remediate any vulnerabilities, where it is technically feasible to do so:	Before Processing Government Data	Yes
Cloud Security Principles (see Paragraph 10)		
The Supplier must assess the Supplier System against the Cloud Security Principles	<ul style="list-style-type: none"> Before Processing Government Data when required by the Buyer. 	Yes
Encryption (see Paragraph 12)		

The Supplier must encrypt Government Data while at rest or in transit	Throughout the term of the contract.	Yes
Protecting Monitoring System (see Paragraph 13)		
The Supplier must implement an effective Protective Monitoring System	Throughout the term of the contract.	Yes
Patching (see Paragraph 14)		
The Supplier must patch vulnerabilities in the Supplier System promptly	Throughout the term of the contract.	Yes
Malware protection (see Paragraph 15)		
The Supplier must use appropriate Anti-virus Software	Throughout the term of the contract.	Yes
End-user Devices (see Paragraph 16)		
The Supplier must manage End-user Devices appropriately	Throughout the term of the contract.	Yes
Vulnerability scanning (see Paragraph 17)		
The Supplier must scan the Supplier System monthly for unpatched vulnerabilities	Throughout the term of the contract.	Yes
Access control (see paragraph 18)		
The Supplier must implement effective access control measures for those accessing Government Data and for Privileged Users	Throughout the term of the contract.	Yes
Return and deletion of Government Data (see Paragraph 19)		

The Supplier must return or delete Government Data when requested by the Buyer	When required by the Buyer.	Yes
Physical security (see Paragraph 20)		
The Supplier must store Government Data in physically secure locations	Throughout the term of the contract.	Yes

Signed - via Docusign	
Supplier	
<Supplier Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	27.05.25
Buyer	
<Commercial Sign Here>	
Full Name:	Redacted under FOIA section 40, Personal Information
Job Title/Role:	Redacted under FOIA section 40, Personal Information
Date Signed:	27.05.25