

**RM6002: Permanent Recruitment**

**Order Form Template**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002).

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| **Buyer Name** | Driver and Vehicle Licensing Agency (DVLA) |
| **Buyer Contact** | XXXXXX redacted under FOIA section 40 |
| **Buyer Address** | Commercial Directorate,  DVLA,  Swansea,  SA6 7JL. |
| **Invoice Address**  **(if different)** | XXXXXX redacted under FOIA section 40 |

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| **Supplier Name** | GATENBYSANDERSON LIMITED |
| **Supplier Contact** | XXXXXX redacted under FOIA section 40 |
| **Supplier Address** | 14 King Street  Leeds  LS1 2HL  England |

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| **Framework Ref** | RM6002 (Permanent Recruitment) |
| **Framework Lot** | Lot 7: Executive Search - Senior Roles |
| **Call-Off (Order) Ref** | PS/21/77B - Recruitment of a Finance Director and 2 x Non-Executive Director’s (NED's) |
| **Order Date** | 28/01/2022 |
| **Call-Off Charges** | As per framework |
| **Call-Off Start Date** | 28/01/2022 |
| **Call-Off Expiry Date** | 27/01/2023 |
| **Extension Options** | Not applicable |
| **GDPR Position** | Independent Controller |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the RM6002 Call-off terms conditions v2.0 are embedded below.



**CALL-OFF DELIVERABLES**

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| **The requirement** |
| This requirement between GATENBYSANDERSON LIMITED and Driver and Vehicle Licensing Agency (DVLA) is for the recruitment of 3 x Directors posts. The posts are for 2 x NED’s (one NED post includes chair duties) and 1 x Finance Director at DVLA.  All the above Director posts are subject to a variety of approvals in London, including Department for Transport and until those approvals are received the post cannot be advertised. In May DVLA received approval from Department for Transport for only 1 x NED post to be advertised.  The recruitment charges as per the Framework rate card total will need to be confirmed by the supplier depending on agreement of Bands to be recruited.  The specific details and any other requirements relating to any recruitment to each post listed will be agreed by XXXXXX redacted under FOIA section 40 (HR Director at DVLA) and account manager from GATENBYSANDERSON. Also, XXXXXX redacted under FOIA section 40 will also be responsible for telling the account manager that a post has been approved and signing off the Job Pack and timetable for each post. |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
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| **Key Subcontractors** |
| N/A |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXXXX redacted under FOIA section 40 | Signature: | XXXXXX redacted under FOIA section 40 |
| Name: | XXXXXX redacted under FOIA section 40 | Name: | XXXXXX redacted under FOIA section 40 |
| Role: | Partner | Role: | Category Lead – FM/HR |
| Date: | 28/01/2022 | Date: | 27/01/2022 |