

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

Order Form

CALL-OFF REFERENCE:	CO-OGP-01
THE BUYER:	Cabinet Office
BUYER ADDRESS	10 South Colonnade, London, E14 4PU
THE SUPPLIER:	GatenbySanderson Limited
SUPPLIER ADDRESS:	14 King Street, Leeds, West Yorkshire, LS1 2HL
REGISTRATION NUMBER:	04451141
DUNS NUMBER:	424635477
SID4GOV ID:	N/A

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 16 December 2022.

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 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

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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) - NOT USED
 - Joint Schedule 7 (Financial Difficulties) - NOT USED
 - Joint Schedule 8 (Guarantee) - NOT USED
 - Joint Schedule 9 (Minimum Standards of Reliability) - NOT USED
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility) - NOT USED
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 1 (Transparency Reports) - NOT USED
 - Call-Off Schedule 2 (Staff Transfer) - NOT USED
 - Call-Off Schedule 3 (Continuous Improvement) - NOT USED
 - Call Off Schedule 4 (Call-Off Tender) - NOT USED
 - Call-Off Schedule 5 (Pricing Details) - NOT USED
 - Call-Off Schedule 6 (ICT Services) - NOT USED
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security Management)
 - Call-Off Schedule 10 (Exit Management) - NOT USED
 - Call-Off Schedule 12 (Clustering) - NOT USED
 - 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) - NOT USED
 - Call-Off Schedule 17 (MOD Terms) - NOT USED
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 19 (Scottish Law) - NOT USED
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 21 (Northern Ireland Law) - NOT USED
 - Call-Off Schedule 23 (HMRC Terms) - NOT USED

4. CCS Core Terms (version 3.0.11)

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.8

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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: **16 December 2022**

CALL-OFF EXPIRY DATE: **31 March 2023**

GDPR POSITION

Independent Controller (default unless specified); or Controller to Processor; or Joint 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

The requirement is for the full range of executive search services to proactively source diverse, highly capable and skilled candidates for the role of **Director, Property Delivery, Capability & Standards and Government Head of Property Profession** in the Office of Government Property in the Cabinet Office.

The search firm is required to undertake the following:

PLANNING AND LAUNCH

- Attend a planning meeting chaired by a Civil Service Commissioner with the vacancy holder in order to advise on;
 - Job description, person specification, location and salary as well as noting panel membership and security clearance requirements
 - 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 profession and how to mitigate them
- Produce final advertising material and launch on external media (internal SCS recruitment team will launch on Civil Service Jobs)

SEARCH AND ASSESS

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- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed sectors, demonstrating a commitment to providing a diverse field
- Provide a dedicated contact for enquiries from prospective candidates
- Provide regular written updates (regularity to be agreed at planning) 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
- Immediately after the vacancy has closed, provide the Cabinet Office and OGP stakeholders with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through search efforts
- Identify salary expectations from potential candidates

LONGLIST

- Attendance at longlist meeting as agreed at planning, with the selection panel chaired by a civil service Commissioner at which you will present recommendations from your longlist- with candidates graded A, B , C (A = recommended, B = marginal or C= not recommended)
- Longlist pack should include:
 - CV and Supporting Statement of each applicant
 - Summary of each candidates performance aligned to their grade
- Based on outcome of longlist meeting: conduct longlist interviews with shortlisted candidates based on vacancy holder's and Commissioner's feedback and questions.
- Produce 1 - 2 page written report on longlist interview which will form part of the shortlist pack.

SELECTION (Core Shortlisting Stage)

- Attendance at shortlist meeting as agreed at planning, with the selection panel chaired by a Civil Service Commissioner at which you will present recommendations from your longlisting interviews.
- Provide the panel and the Cabinet Office recruitment team with a 'sift pack' which includes:
 - CV and Supporting Statement of each applicant

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- The written report on candidates that have been longlist interviewed
 - A sift sheet with each candidate graded - A = recommended, B = marginal or C= not recommended
- Support the Cabinet Office SCS recruitment team, where necessary, on the coordination of any pre-agreed assessment processes, for example coordination of attendance at the Individual Leadership Assessment and scheduling of Psychometrics, Aptitude and Staff Engagement and other assessment activities.
- Capturing availability of candidates for Fireside chat with Ministers and OGP officials
- Arrange final panel interviews, preparing candidates and providing all of the materials that they require for the day.
- Provide a final interview pack in conjunction with Cabinet Office recruitment that contains all of the relevant documents pertaining to the candidates being interviewed.
- Work with Cabinet Office SCS recruitment team on offer negotiation and the provision of feedback to unsuccessful candidates.

CANDIDATE MANAGEMENT & COMMUNICATION

- You are required to offer feedback to all candidates unsuccessful at longlist, shortlist and 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

CALL-OFF CHARGES

A fixed fee of £29,500 excluding VAT as per pricing matrix on RM6290

PAYMENT METHOD

Payment by invoice on delivery of requirements

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BUYER'S INVOICE ADDRESS AND INVOICING INSTRUCTIONS:

All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to:

Newport SSCL Cabinet Office, PO Box 405, Newport NP10 8FZ

or by email to **APinvoices-CAB-U@gov.sscl.com**

Within **10** Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e., Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to:

CAB-Finance-AP-Enquiries@gov.sscl.com

or by post at **Newport SSCL Cabinet Office, PO Box 405, Newport NP10 8FZ**

between 09:00-17:00 Monday to Friday.

BUYER'S AUTHORISED REPRESENTATIVES

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

10 South Colonnade, London, E14 4PU

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

10 South Colonnade, London, E14 4PU

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

14 King Street, Leeds, LS1 2HL

SUPPLIER'S CONTRACT MANAGER

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

14 King Street, Leeds, LS1 2HL

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted Under FOIA Section 40, Personal Information	Signature:	Redacted Under FOIA Section 40, Personal Information
Name:	Redacted Under FOIA Section 40, Personal Information	Name:	Redacted Under FOIA Section 40, Personal Information
Role:	Redacted Under FOIA Section 40, Personal Information	Role:	Redacted Under FOIA Section 40, Personal Information
Date:	15/12/22	Date:	16/12/2022