



Crown
Commercial
Service

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](#).

| | |
|---------------------------------------|-------------------------------------|
| Buyer Name | Welsh Government |
| Buyer Contact | [Name removed]@gov.wales |
| Buyer Address | Cathays Park Cardiff CF10 3NQ |
| Invoice Address (if different) | As above |

| | |
|-------------------------|--|
| Supplier Name | Gatenby Sanderson |
| Supplier Contact | [Gatenbysanderson Official] [Name removed]@gatenbysanderson.com |
| Supplier Address | Level 1 12 Appold Street London EC2A 2AW |

| | |
|-----------------------------|---|
| Framework Ref | RM6002 (Permanent Recruitment) |
| Framework Lot | Lot 7 |
| Call-Off (Order) Ref | [Number removed] |
| Order Date | 08/04/2021 |
| Call-Off Charges | Fixed fee of £58,800 plus media advertising of up to £4,000 (excluding VAT) |
| Call-Off Start Date | 13/11/2018 |
| Call-Off Expiry Date | 12/04/2022 |
| Extension Options | N/A |
| GDPR Position | Independent Controller |

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

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

The supplier is required to identify suitable candidates to fill three non-Executive Director posts for the Board of [Natural Resources Wales](#) (NRW) for commencement on 1 September 2021. The roles are:

1. [Board Finance Sub Committee Chair, with private and/or commercial sector background](#)
2. [Welsh speaking Board Member with experience in environment, landscape or land management](#)
3. [Board Member with experience in environment, landscape or land management](#)

The supplier is required to support the Assessment Advisory Panel for this recruitment in selecting highly qualified candidates for these roles. The campaign is prepared and awaiting approval of the Minister. The advertisements were published on 24 March 2021, with a closing date to be confirmed in April/May 2021.

The recruitment will involve one Welsh essential post and two Welsh desirable posts.

This contract is for recruitment on behalf of Welsh Minister's and will require the supplier to provide a bilingual (Welsh and English) service to comply with the following [Welsh Language Standards Regulations 2015](#):

- Standard 1-7 * (*only in so far as correspondence relates to people in Wales in relation to this contract)
- Standard 8-22* (*only in so far as telephone calls relate to people in Wales in relation to this contract)
- Standard 23-29* (*only in so far as meetings relate to people in Wales in relation to this contract)
- Standard 37-51 (*only in so far as the published/public information relates to this contract)
- Standard 52, 54 & 55* (*only in so far as the information on the supplier website relates to this contract)
- Standard 58-9* (* only in so far as the social media relates to this contract)

Welsh Government will support with the costs and arrangements for the translation of materials / written correspondence as required.

PERFORMANCE OF THE DELIVERABLES

Key Staff

[*Gatenbysanderson Official*], Practice Lead Central Government

[*Gatenbysanderson Official*], Principal Consultant

Key Subcontractors

[Insert name of key sub-contractors if required]

| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| Signature: | Removed | Signature: | Removed |
| Name: | [Gatenbysanderson Official] | Name: | [Welsh Government Official] |
| Role: | Practice Lead Central Government | Role: | Head of NRW Sponsorship |
| Date: | 09/04/2021 | Date: | 08/04/2021 |