

This and the following 2 pages comprise Schedule 2 to the Framework Agreement between the Scottish Ministers and ASA International Ltd, trading as ASA Recruitment

**SCHEDULE 2 - PRICING SCHEDULE**

**Framework Agreement for the Provision of Interim Professional Staff Services - National**

<b>Contractor: ASA International Ltd, trading as ASA Recruitment</b>	<b>Year 1 13 April 2019 to 12 April 2020</b>	<b>Year 2 13 April 2020 to 12 April 2021</b>	<b>Year 3 13 April 2021 to 12 April 2022</b>	<b>Year 4 13 April 2022 to 12 April 2023</b>
<b>Assignment/Role Type</b>	Commission rate per day excluding VAT	Commission rate per day excluding VAT	Commission rate per day excluding VAT	Commission rate per day excluding VAT
Project Manager/Specialist	Redacted	Redacted	Redacted	Redacted
Communications Specialist/Manager/Senior Communications Officer	Redacted	Redacted	Redacted	Redacted
Programme Manager/Programme Management Advisor/Programme Lead	Redacted	Redacted	Redacted	Redacted
Senior PMO Analyst/PMO Analyst/Business Analyst	Redacted	Redacted	Redacted	Redacted
Architect/Architect Assistant	Redacted	Redacted	Redacted	Redacted
HR Manager/Specialist	Redacted	Redacted	Redacted	Redacted
Finance Manager/Finance Specialist	Redacted	Redacted	Redacted	Redacted
Project Officer/Project Support Assistant/Coordinator	Redacted	Redacted	Redacted	Redacted
Marketing Manager/Executive	Redacted	Redacted	Redacted	Redacted
HR Advisor/Administrator/Assistant	Redacted	Redacted	Redacted	Redacted
Planning Manager/Coordinator/Officer	Redacted	Redacted	Redacted	Redacted
Quantity Surveyor/Quantity Surveying Technician	Redacted	Redacted	Redacted	Redacted
Engineer Manager	Redacted	Redacted	Redacted	Redacted
Administrative Officer	Redacted	Redacted	Redacted	Redacted
Procurement Manager	Redacted	Redacted	Redacted	Redacted
Communications Officer	Redacted	Redacted	Redacted	Redacted
Statement Taker	Redacted	Redacted	Redacted	Redacted
Road Operative/ Roads Operations Manager	Redacted	Redacted	Redacted	Redacted
Senior Portfolio Specialist	Redacted	Redacted	Redacted	Redacted
Procurement Officer	Redacted	Redacted	Redacted	Redacted
Other Professionals <£300 per day	Redacted	Redacted	Redacted	Redacted
Other Professionals £300 - £500 per day	Redacted	Redacted	Redacted	Redacted
Other Professionals >£500 per day	Redacted	Redacted	Redacted	Redacted

All commission rates are fixed for the duration of the Framework Agreement and for the length of any individual Call-Off Contract under the Framework.

Assignment/Role Types

Many different categories of interim assignments/roles will be required. This pricing schedule contains examples of the types of assignments/roles that *may* be required. These examples will be used as grades to which similar or equivalent assignments/roles will be matched by the Framework Public Body in consultation with the Contractor.

Contractors must understand that the assignments/roles and volumes will vary depending on the requirements of the individual Framework Public Body.

#### Daily Pay Rates

Daily pay rates are not included as part of this Pricing Schedule. However, daily pay rates must be discussed and agreed with the Framework Public Body for each individual assignment/role, taking into account all current employment legislation and in compliance where appropriate, with the Agency Workers Regulations 2010. Where overtime rates are paid as standard in an industry and the Framework Public Body agrees to pay overtime rates, the Contractor will be required to pay the overtime rate in line with buying organisation's policies for permanent workers.

#### Living Wage

The Scottish Government is committed to supporting the Scottish Living Wage (currently set at £8.75 per hour) in its public sector pay policy for the duration of this parliament [2016-21]. The Agency Workers Regulations 2010 require equal pay for agency workers doing the same or similar work to that of permanent employees. Where public sector pay policy applies this means agency workers will be receiving a rate of pay at or above the Scottish Living Wage. Framework Public Bodies that do not fall within the public sector pay policy remit will be required to consider their own position with regards to payment of the Scottish Living Wage.

#### Transfer or Temp to Permanent Fees

The Authority does not view this Framework Agreement as a formal testing ground for potential staff employment. The Contractor must not give interim workers or candidates any expectation that an interim assignment through this Framework Agreement will lead to employment with a Framework Public Body. However, it is recognised that the Contractor's interim workers or candidates may seek employment with a Framework Public Body.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003 govern when a transfer fee, also known as a 'temp to perm' fee can be charged. See paragraph 19. of Schedule 1 - Statement of Requirements for more details.

It is understood that the Conduct of Employment Agencies and Employment Businesses Regulations 2003 may not apply to all agency staff and that it is reasonable to expect a transfer fee in certain circumstances. The same criteria will therefore apply to Interim Professional assignments under this Framework.

The Contractor can only charge a 'temp to perm' fee if all of the following apply:

- the contract with the client (e.g. Framework Public Body) gives them the option to extend the worker's assignment;
- the client (e.g. Framework Public Body) doesn't take the option to extend the assignment;
- the client (e.g. Framework Public Body) gives the worker a permanent job less than 8 weeks after the end of their initial assignment – or less than 14 weeks after it started if that is later.

If the interim worker has had more than one assignment with the client (e.g. Framework Public Body) and there were more than 42 days between assignments, the later assignment is treated as if it is the first one.

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Where applicable, the Call-Off Contract between the Contractor and the Framework Public Body must include all transfer fees and conditions and be in accordance with the formula for charging 'Temp to Perm' fees in this Pricing Schedule – see Table below.

ONE OFF PERCENTAGE FEE - % BASED ON FIRST YEAR'S BASIC ANNUAL SALARY FOR THE ROLE	Redacted
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The formula is fixed for the duration of the Framework Agreement and all Call-Off Contracts awarded under this Framework Agreement.