

Preferred Supplier Arrangement.

Dear xxx,

I am pleased to confirm that you are one of the consultancies we would like to work with as part of our preferred supplier list for staff across Marie Stopes International (MSI).

The terms of this agreement are outlined as follows:

- In your specialist area of **xxx** Recruitment you will be one of our recruitment partners given a preferential lead on vacancies for which we seek external recruitment resources.
- Should your organisation operate in areas other than **xxx** Recruitment in which MSI may need external recruitment resources; your organisation may be able to supply staff at the discretion of MSI's Resourcing team, as per the terms outlined below. However the preferred suppliers for that area will be contacted first.
- All fees shall be calculated on basic salary only. Car entitlement and any other benefits shall not be included in this calculation.
- You shall keep confidential all information belonging to MSI, disclosed or obtained as a result of this agreement and will not use or disclose the same other than for the proper performance of this agreement or with the prior written consent of MSI.

Fees for Recruitment will be as follows:

Permanent Recruitment

Fee%	Annual Salary
15%	All levels

Contract Recruitment

Monthly pro rata fees of 15% of remuneration with the maximum contract/fee period being 12 months. If the candidate becomes permanent within 12 months of the start of the contract period then the fee is calculated as 15% of salary for the remaining period of that 12 months. Once 12 months of fees have been paid, no further fees will be payable.

Temporary Recruitment

Margin%	Salary
15%	All levels

For any candidate submitted it must be made clear as to what the total hourly/day charge rate is and what the candidate will receive.

Temporary to Permanent

If a temporary recruit becomes permanent then the permanent introductory fees as outlined will be 15% of annual permanent salary. The period that person has been temporary will be deducted from the 12 month annual salary period to calculate the fee payable.

If a candidate has been a Temporary with MSI for a 12 month period in total and that person becomes permanent at MSI no permanent fee will be payable.

Rebate Period:

You shall reimburse any fee paid to MSI to the extent set out below, in the event that the candidate leaves MSI of his or her own desire, or if MSI terminates his or her employment due to poor performance or a change in business needs:

Period of Employment Served	Percentage of Credit
Up to 4 weeks	100%
5-8 weeks	50%
9-12 weeks	25%

Payment Terms:

Invoice is payable within 30 days of receipt of the invoice. This must be addressed to the hiring manager and not accounts payable to ensure prompt payment.

In Addition:

An introduction will be counted as the first consultant to speak to the candidate and brief them fully on the company and the role. To avoid any confusion we ask that, unless specifically specified by the line manager or HR that the role is sensitive and that you should not identify the potential employer, that you tell the candidate as soon as you speak to them that the role is for MSI, the specific business area within the company and the job title.

Each candidate submitted will only be considered as an introduction for the specific role submitted rather a general introduction for 6 / 12 months. No introductory fee will be payable for any reason except for an introduction for the specific role submitted.

There is no minimum fee to be invoiced by the consultancy for any reason whatsoever.

This agreement is valid until terminated at any time by either party with one month's written notice.

By signing and returning this agreement you are agreeing to the above terms.

Signed by: _____

Print Name: _____ on behalf of Marie Stopes
International

Signed by: _____

Print Name: _____ on behalf of _____

Date: _____