

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make available to the Buyers under this Call-Off Contract. The following services are outlined below and within Annex A.

Employee Benefits Services

1. Under this contract, the supplier will provide the Department with the following services;

2. **Reward & Recognition Scheme**

2.1. Provide a comprehensive reward and recognition program for employees.

3. **Helpdesk Service**

3.1. The supplier has confirmed it will offer;

3.1.1. A premier HR administrator helpdesk.

3.1.2. A separate employee helpdesk

4. **Payroll Giving Scheme**

4.1. Details: Facilitate employee payroll giving to charitable causes.

5. **Employee Discount Scheme**

5.1. Details: Offer discounts to employees through a structured program.

6. **Cycle to Work Scheme**

6.1. Details: Enable employees to purchase bicycles and cycling equipment through salary sacrifice.

7. **Online Employee Benefits Platform and Service Management**

- 7.1. Details: Provide an intuitive online platform for managing employee benefits.

8. Management Information Reports

- 8.1. Details: Regularly deliver management reports related to the provided services.

Childcare Voucher Schemes

9. The provider must deliver the following Childcare Voucher Schemes by at least the 1st July 2024, else the Department may at its absolute discretion involve the below clause “3. Termination Clause”. Both the Salary Sacrifice Scheme and Salary Plus Childcare Voucher Scheme closed to new entrants in 2018.
10. Vouchers are provided up to 1st September after a child’s 15th birthday, or the child’s 16th birthday if the child has a disability. If an employee on the salary plus scheme has a new child, this child is not eligible to be added to the scheme however employees using the salary sacrifice scheme are eligible to add new children. There is a requirement to continue to provide vouchers to existing members. though the schemes are closed to new members. Vouchers must be provided via the intuitive portal for DfE staff.

The Salary Sacrifice Scheme

11. **Operation: Employees can choose** to sacrifice a limited amount of salary (in line with HMRC rules) and receive Childcare vouchers of equivalent value.

12. **Current Membership:** The salary sacrifice scheme currently has [REDACTED].

The Salary Plus Childcare Voucher Scheme

13. **Operation:** Vouchers are provided on top of an employee's salary.
14. **Current Membership:** The salary plus scheme currently has [REDACTED].

Termination Clause

15. The department reserves the right to terminate the contract if both the Salary Sacrifice and Salary Plus childcare voucher schemes are not deliverable by **at least the 1st July 2024**.
16. Please ensure that the specification includes relevant standards, legislation, and any other necessary details. Suppliers should be able to understand the requirements clearly and provide accurate bids based on this specification.
17. Remember that a well-written specification is essential for successful procurement and effective service delivery. If you have any further instructions or clarifications, feel free to add them.

Annex A:

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]