

CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of **Level 4 PR & Communications Assistant Apprenticeship Training** Dated 3rd November 2022.

The Supplier agrees to supply the Goods and/or Services specified below on and subject to the terms of this Contract.

For the avoidance of doubt this Contract consists of the terms set out in this Contract Order Form and the Contract Terms

Order Number	CCDE22A08
From	Cabinet Office ("Customer")
To	JGA Limited ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	Monday 7 th November 2022
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	Wednesday 6 th November 2024 This Contract is inclusive of a 6 month extension option

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATION APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD NUMBER OF STUDENTS CLASS BASED ADDITIONAL SERVICES	Level 4 PR & Communications Assistant Apprenticeship Training The Apprenticeship Training will deliver both open and closed programmes, with the option for employees to join open programmes at multiple points in the year if required. The Apprenticeship training will take place in UK. Full details of the precise details of any additional service(s) required, will be given by the Contracting Authorities (Civil Service departments) in the Service Request Order form. Further additional requirements in Annex 1: The Services of the Contract Terms.
-----	---	---

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 4 PR & Communications Assistant Apprenticeship Training
3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice

4. PAYMENT

4.1	Contract Charges	Contract Charges = £990,000.00 excluding VAT, including extensions. REDACTED TEXT under FOIA Section 43 Commercial Interests.
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules. Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	Invoices should be submitted to: REDACTED TEXT under FOIA Section 40, Personal Information. It is a requirement that a PO number should always be quoted on the invoice to ensure prompt payment.

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	Professional Indemnity Insurance cover of £1 million any one claim. Public Liability Insurance cover of £1 million any one claim. Employers Liability insurance cover of £5 million any one claim.

FORMATION OF CONTRACT

By signing and completing this Contract Order Form the Supplier and the Customer agree to enter into a binding contract governed by the terms of this Contract Order Form and the attached terms and conditions.

For and on behalf of the Supplier:

Name and Title	REDACTED TEXT under FOIA Section 40, Personal Information.
Date	4/11/2022

For and on behalf of the Customer:

Name and Title	REDACTED TEXT under FOIA Section 40, Personal Information.
Date	16 th November 2022