

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	Employee Benefits Re-procurement
THE BUYER:	The Department for Education
BUYER ADDRESS	Sanctuary Buildings, Great Smith Street, London, England, United Kingdom
THE SUPPLIER:	Reward Gateway (UK) Ltd
SUPPLIER ADDRESS:	265 Tottenham Court Road, London, W1T 7RQ
REGISTRATION NUMBER:	05696250
DUNS NUMBER:	348987574
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28th of March 2024.

It's issued under the Framework Contract with the reference number RM6273 for the provision of Employee Benefits and Services..

CALL-OFF LOT:
Lot 1: Managed Service

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6273 Employee Benefits and Services
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6273 Employee Benefits and Services**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
- **Call-Off Schedules for RM6273 Employee Benefits and Services**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security; Part A – short form)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)

CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6273, Employee Benefits and Services
6. [Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.]

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

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CALL-OFF SPECIAL TERMS

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n/a

CALL-OFF START DATE:	1 st April 2024
CALL-OFF EXPIRY DATE:	31 st March 2027
CALL-OFF INITIAL PERIOD:	3 years
ORDER EXTENSION:	1 year
EXTENSION EXPIRY DATE:	31 st March 2028

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF CHARGES

As per the successful bidder's pricing schedule submitted during Authorities' evaluation process, Reward Gateway has offered their services at nil-cost to the Department.

Pass-through costs will be spent by the Department via the Childcare voucher services, the payroll giving scheme, cycle to work scheme and other services outlined in Call-Off Schedule 20 (Call-Off Specification).

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Invoices will be approved for payment by the buyer's contract manager. Approval will be subject to Schedule 5 (Pricing Details) and Schedule 13 (Implementation Plan). All invoices must be sent, quoting a valid purchase order number (PO Number), to:

accountspayable.OCR@education.gov.uk



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Within 30 days of this order Contract, the Buyer will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name) of the Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in payment.

To request a statement, please email accountspayable.BC@education.gov.uk

BUYER'S INVOICE ADDRESS:

accountspayable.OCR@education.gov.uk

Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT

BUYER'S AUTHORISED REPRESENTATIVE

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

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

SUPPLIER'S CONTRACT MANAGER

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

PROGRESS REPORT FREQUENCY

A monthly report, delivered once per calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF – DfE Contract manager

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

KEY SUBCONTRACTOR(S)

Framework Ref: RM6273 Employee Benefits and Services

Project Version: v1.0

Model Version: v3.8

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None.

COMMERCIALLY SENSITIVE INFORMATION

Call Off Schedule 4 (Call-Off Tender) is commercially sensitive and will be not shared. Personal information will be redacted.

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	