

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

## Order Form

CALL-OFF REFERENCE: Natural England Motor Fleet

THE BUYER: Natural England

BUYER ADDRESS



THE SUPPLIER: Willis Limited

SUPPLIER ADDRESS: 3 Temple Quay, Temple Back East, Bristol,  
BS1 6DZ

REGISTRATION NUMBER: 181116

DUNS NUMBER: 21-032-0073

SID4GOV ID:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16 April 2021.

It's issued under the Framework Contract with the reference number RM6020 for the provision to tender for and placement of Motor Fleet insurance.

CALL-OFF LOT(S):

RM6020 Lot 1: Insurance Brokerage and Associated Services

## 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) RM6020
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6020 – available from appointed supplier**
    - 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 RM6020
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6020 – available from appointed supplier.**

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

The following Special Terms are incorporated into this Call-Off Contract:

Willis Towers Watson Terms of Business Agreement – January 2021

Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary the provisions of the CCS Insurance Framework Contract RM6020 will always take precedence.

CALL-OFF START DATE: **01 May 2021**

CALL-OFF EXPIRY DATE: **30 April 2022**

CALL-OFF INITIAL PERIOD: **01 Year**

CALL-OFF DELIVERABLES

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

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Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of one year commencing 1<sup>st</sup> June 2021 and ending on 31<sup>st</sup> May 2022.

### **RENEWAL**

- Renewal questionnaires issued
- Programme Design
- Prepare presentations
- Insurer meetings
- Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM 6138
- Checking insurers documentation and premiums

### **MID-TERM**

- Policy checking and issue
- Day to day queries, alterations and administration
- Changes to legislation, market developments and the like which could affect your programme

### **CLAIMS HANDLING**

- Direct Deal on claims
- Checking insurer issued “confirmed claims experiences”
- Production of claims experience prior to renewal

### **MAXIMUM LIABILITY**

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £896.00

### **CALL-OFF CHARGES**

Willis Fee in relation to the insurance deliverables set out above is £896.00, calculated from the CCS Framework WTW Associate Hourly rate of £128.00 @ 7 hours, which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis's reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

However, the insurers for the policies for which we provide services for you will allow a brokerage of up to 3.5% of the total premium payable and we will retain such brokerage in full. Willis do not receive such brokerage where we earn income from Willis Towers Watson Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

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Under the CCS framework, a management fee of 0.45% is payable in respect of the Willis fee. This will be subtracted from the Willis fee.

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Cash

### BUYER'S INVOICE ADDRESS:

Shared Services Connect Limited

SSCL AP, Defra, PO Box 790, Newport Gwent, NP10 8FZ

### BUYER'S AUTHORISED REPRESENTATIVE

Department for Environment, Food and Rural  
Affairs, Address Nobel House, 17 Smith Square, London SW1P 3JR

### SUPPLIER'S AUTHORISED REPRESENTATIVES

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

### SUPPLIER'S CONTRACT MANAGER

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

### KEY SUBCONTRACTOR(S)

Not applicable

### COMMERCIALLY SENSITIVE INFORMATION

Not applicable

### SERVICE CREDITS

Not applicable

Framework Ref: RM6020 – Insurance and Related Services 3

Project Version: v1.0

Model Version: v3.5

**ADDITIONAL INSURANCES**



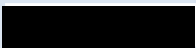
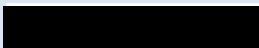


Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	20/4/21	Date:	20/4/21