

# Government Operational Research Specialist Level 7 Apprenticeship Programme

## ORDER FORM

This Order Form is issued in accordance with the provisions of the Apprenticeship Training Dynamic Marketplace DPS Agreement for Provision of Apprenticeship Training for the Level 7 Government Operational Research Specialist Apprenticeship Programme.

Her Majesty's Revenue & Custom (HMRC) is acting as the contracting authority for design and delivery of the Level 7 Government Operational Research Specialist Apprenticeship Programme. Organisations who wish to participate in the Programme will form direct contracting relationships with **the supplier** using the call-off order form and contract included in this pack.

The Supplier agrees to supply the 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 Order Form and the Contract Terms.

Order Number	SR591993991
From	Her Majesty's Revenue and Customs (" <b>Customer</b> ")
To	University of Kent, The Registry Canterbury Kent CT2 7NZ (" <b>Supplier</b> ")

### 1. CONTRACT PERIOD

1.1	Commencement Date	<b>03/09/21</b>
1.2	Expiry Date	03/02/26 with an optional extension period of two-12-month extensions up to 03/02/28 The contract term relates to the timing of learner starts on programme, i.e. the supplier will be expected to support learners through to completion of their programme.

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.	Provision of Apprenticeship Training for Level 7 Government Operational Research Specialist Apprenticeship Programme, including End Point Assessment.  Her Majesty's Revenue & Customs, HMRC is acting as the contracting authority for design and delivery of the Level 7 Government Operational Research Specialist Apprenticeship Programme delivering both training provider services and end point assessor services. Organisations who wish to
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	<p>LOCATION</p> <p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS – LEVY FUNDED</p> <p>NUMBER OF STUDENTS – NON LEVY FUNDED</p> <p>ADDITIONAL SERVICES</p>	<p>participate in the Programme will use this call off order form, their own order form and associated contract terms to form a direct contracting relationship with <b>University of Kent</b>.</p> <p>HMRC awarded a contract to – <b>University of Kent</b> on 03/09/21. This order form covers HMRC and all other government departments that are members of Government Operational Research Service profession requirement under the contract.</p> <p>The students will be based in the UK with the majority expected to be based in England. Further detail will be provided once enrolment has been completed.</p> <p>Level 7 Government Operational Research Specialist</p> <p>Expected number of students between 14-25 per year. Expected HMRC students between 2-5 per year.</p> <p>To be confirmed</p> <p>Numbers are indicative and may vary, and as such do not commit the organisation to these levels.</p> <p>Please note that the volumes of work cannot be guaranteed.</p> <p>HMRC Mandatory Clauses included in Contract Schedule 12.</p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Level 7 Operational Research Specialist
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3.2	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard.  <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a>)</p> <p>Compliance with all relevant ESFA, OfS and / or QAA regulatory requirements.</p> <p>General industry good practice</p>
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#### 4. PAYMENT

4.1	Contract Charges	<p>The total contract value, including optional extension shall not exceed £2,300,000 excluding VAT.</p> <p>The total contract value for the initial fixed term shall not exceed £1,600,000 excluding VAT.</p> <p>The total value of the optional two year extension period shall not exceed £700,000 excluding VAT, subject to budget approval.</p> <p>The value of the contract will be driven by the volume of learner enrolment and participation in the programme – which the supplier will work with the contracting authority to facilitate.</p> <p>The cost per apprenticeship (including any subcontractors and EPA) is:          Levy funded £14,000 excl VAT          Non levy funded £14,000 excl VAT</p>
4.2	Payment terms/Profile	<p>Payments will be made to the supplier via the apprenticeship levy funding system in England, in accordance with prevailing ESFA rules and processes for that system.</p> <p>For non-funded apprentices, payments will be by monthly invoice to <b>University of Kent</b>.</p>

		Further additional terms in Annex 2 of Contract Schedule 3.
4.3	Customer billing address	Payment will be made via the organisation's ESFA apprenticeship levy funding account. Any non-levy funded apprentices will be paid to University of Kent  [REDACTED]

## 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.

## 6. Contact Details


6.1	HMRC	Operational Contract Manager: [REDACTED]
		Commercial Contract Manager: [REDACTED]
6.2	University of Kent	First Point of Contact: [REDACTED]
		Contract Manager: [REDACTED]

## 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]
Date	[REDACTED]

Signature	
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For and on behalf of the Customer:

Name and Title	
Date	
Signature	