

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

CALL-OFF REFERENCE:	<b>C155555</b>
THE BUYER:	UK Health and Security Agency
BUYER ADDRESS	Porton Down Salisbury SP4 OJG
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:	Not applicable

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 28th October 2022.

It's issued under the Framework Contract with the reference number RM6020 for the provision of insurance brokerage services for the following classes of business - Motor Fleet and Personal Accident and Travel.

CALL-OFF LOT(S):  
RM6020 Lot 1: Insurance Brokerage and Associated Services

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**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 5 (Corporate Social Responsibility)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - 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 – September 2022.



general-client-

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: 1 April 2023

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CALL-OFF EXPIRY DATE: 31 March 2026

CALL-OFF INITIAL PERIOD: 3 Years

### **CALL-OFF DELIVERABLES**

Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of three years commencing 1 April 2023 and ending on 31 March 2026.

### **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 £7,500.

### **CALL-OFF CHARGES**

Option A: Willis Limited are remunerated by way of an annual fee. The agreed annual fee for the services listed above is £7,500.00 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.

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

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

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Accurate and valid invoice to be paid within 30 days via BACS.

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract

**BUYER'S INVOICE ADDRESS:**

Accounts Payable;  
UK Health Security Agency,  
Manor Farm Road,  
Porton Down,  
Salisbury,  
SP4 0JG  
UKHSA VAT No: GB888851648

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

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[Redacted]

**SUPPLIER’S CONTRACT MANAGER**

[Redacted]

**PROGRESS REPORT FREQUENCY**  
As and when required

**PROGRESS MEETING FREQUENCY**  
As and when required

**KEY STAFF**

[Redacted]

**KEY SUBCONTRACTOR(S)**  
Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**  
Not applicable

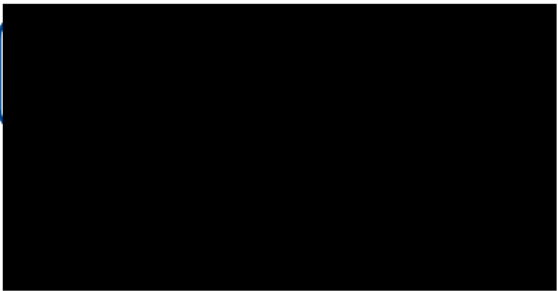
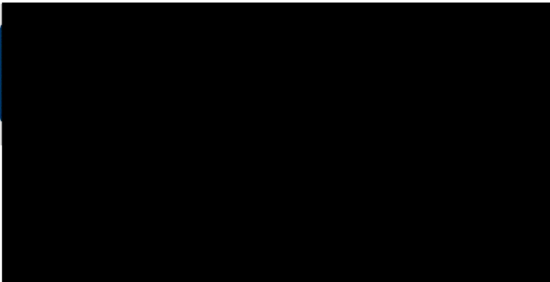
**SERVICE CREDITS**  
Not applicable

**ADDITIONAL INSURANCES**  
Not applicable

**GUARANTEE**  
Not applicable

**SOCIAL VALUE COMMITMENT**  
Not applicable

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For and on behalf of the Supplier:	For and on behalf of the Buyer:
 Date Signed: 31/03/23	 Date Signed: 31/03/2023