

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 **Apprenticeship Training Services.** Dated [24/04/2024] .

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	710054450
From	Defence Business Services Pay and Workforce Management Team
To	MBKB

1. CONTRACT PERIOD

1.1	Commencement Date	15 April 2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	14 April 2027

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	Payroll Administrator Level 3 Apprenticeship Standard Both Primarily Online with optional availability of in person training at MOD site(s) or within 1hr 30min travel time from Blackpool (As per 20231220 710054450 Annex B - Statement of Requirements) Level 3 Payroll Administrator Initial intake of 3 students, capability for further quarterly intakes as necessary Online Classroom via Teams/Skype or equivalent N/A
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Payroll Administrator Level 3 Standard
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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
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4. PAYMENT

4.1	Contract Charges	Contract Charges = Up to £41,500.00 Price Per Student = REDACTED Total for 3 initial students = REDACTED Levy services funded by ESFA £41,500 Includes the cost of any subcontractors and the cost of an approved end point assessor.
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	4 Parsons Street Dudley United Kingdom DY1 1IJ

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	Clause 26 of the Contract Terms: 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.
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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	Mark Bremner CEO
Date	24 th April 2024

For and on behalf of the Customer:

Name and Title	Anita Wilson, Senior Commercial Officer
Date	24 th April 2024