

## Order Form

CALL-OFF REFERENCE: 24689  
THE BUYER: Department for Work and Pensions  
BUYER ADDRESS Caxton House, Tothill Street, Westminster,  
London, SW1H 9NA  
THE SUPPLIER: People Asset Management Ltd.  
SUPPLIER ADDRESS: Palmyra Square Chambers, 13-15 Springfield  
Street, Warrington, Cheshire WA1 1TA  
REGISTRATION NUMBER: 5199107

This Order Form is for the provision of the Call-Off Deliverables and dated 23.02.2022 and is issued under the Framework Contract with the reference number RM6182, the provision of Occupational Health, Employee Assistance Programme.

CALL-OFF LOT(S): Lot 1, Occupational Health, Employee Assistance Programme.

### 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) RM6182.
3. The following Schedules in equal order of precedence:
  - **Joint Schedules for RM6182**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 5 (Corporate Social Responsibility)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - **Call-Off Schedules for RM6182**
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 9 (Security), (Part B applies, long-form)
    - Call-Off Schedule 10 (Exit Management) 4.4.1a should read "every 3 months"
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)

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

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- Call-Off Schedule 18 (Background Checks)
  - Call-Off Schedule 19 (Scottish Law)
  - Call-Off Schedule 20 (Call-Off Specification)
  - Call-Off Schedule 21 (Northern Ireland Law)
- CCS Core Terms (version 3.0.8)

**See link to Framework Schedules below:**

**[Occupational Health, Employee Assistance Programmes and Eye Care Services - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk/occupational-health-employee-assistance-programmes-and-eye-care-services)**

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: N/A**

CALL-OFF START DATE: 01 March 2022

CALL-OFF EXPIRY DATE: 31 August 2022

CALL-OFF INITIAL PERIOD: 0 Years, 06 Months

CALL-OFF DELIVERABLES: Call-Off Schedule 20  
Deliverables are as detailed in ECM\_5137 and subsequent variations.

MAXIMUM LIABILITY  
As detailed in ECM\_5137 and subsequent variations.

The Estimated 06-month liability used to calculate this is £2.8million GBP.

CALL-OFF CHARGES  
Total Call-off charges £2.8 million (GBP)

REIMBURSABLE EXPENSES  
None

PAYMENT METHOD  
As detailed in ECM\_5137 and subsequent variations.

BUYER'S INVOICE ADDRESS:  
As detailed in ECM\_5137 and subsequent variations.

BUYER'S AUTHORISED REPRESENTATIVE  
As detailed in ECM\_5137 and subsequent variations.

BUYER'S ENVIRONMENTAL POLICY  
As detailed in ECM\_5137 and subsequent variations.

**BUYER'S SECURITY POLICY**

As detailed in ECM\_5137 and subsequent variations.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

As detailed in ECM\_5137 and subsequent variations.

**SUPPLIER'S CONTRACT MANAGER**

As detailed in ECM\_5137 and subsequent variations.

**PROGRESS REPORT FREQUENCY**

As detailed in ECM\_5137 and subsequent variations.

**PROGRESS MEETING FREQUENCY**

As detailed in ECM\_5137 and subsequent variations.

**KEY STAFF**

As detailed in ECM\_5137 and subsequent variations.

**KEY SUBCONTRACTOR(S)**

As detailed in ECM\_5137 and subsequent variations.

**COMMERCIALLY SENSITIVE INFORMATION**

As detailed in ECM\_5137 and subsequent variations.

**SERVICE CREDITS**

As detailed in ECM\_5137 and subsequent variations.

**ADDITIONAL INSURANCES**

As detailed in ECM\_5137 and subsequent variations.

**GUARANTEE**

As detailed in ECM\_5137 and subsequent variations.

**SOCIAL VALUE COMMITMENT**

As detailed in ECM\_5137 and subsequent variations.

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

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:		Role:	
Date:	24.02.2022	Date:	09/03/22