**Framework Schedule 6 (Order Form Template and**

**Call-Off Schedules)**

**Order Form**

|  |  |  |
| --- | --- | --- |
| CALL-OFF REFERENCE: | | **K280022215** |
|  |  |
| THE BUYER: |  | **Driver and Vehicle Standards Agency (DVSA)** |
| BUYER ADDRESS |  | Berkeley House  Croydon Street  Bristol  BS5 0DA |
| THE SUPPLIER: |  | **Reward Gateway (UK) Ltd** |
| SUPPLIER ADDRESS: |  | Third Floor  1 Dean Street  London  W1D 3RB |
| REGISTRATION NUMBER: | | 625338, 05696250 |
| DUNS NUMBER: | | 348987574 |
| SID4GOV ID: | | N/a |

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13 May 2025.

It’s issued under the Framework Contract with the reference number RM6273 for the provision of Employee Benefits and Services.

CALL-OFF LOT(S):

# Lot 1 – Managed Service

**BUYERS COMMERCIAL CONTACT**

|  |  |
| --- | --- |
| Name: XXXXXX redacted under FOIA Section No. 40  Manager | Position: Senior Commercial Category |
| Telephone: XXXXXX redacted under FOIA Section No. 40  XXXXXX redacted under FOIA Section No. 40 | E-mail Address: |
| Postal Address: The Ellipse, Padley Road |  |
| Town/City: Swansea | Post Code: SA1 8AN |

**BUYERS HR/ORDER CONTACT**

|  |  |  |
| --- | --- | --- |
| Name: XXXXXX redacted under FOIA Section No. 40 |  | Position: Reward Specialist |
| Telephone: XXXXXX redacted under FOIA Section No. 40 |  | E-mail Address: |
| Postal Address: Berkeley House |  |  |
| Town/City: Bristol |  | Post Code: BS5 0DA |

**BUYERS INVOICING CONTACT**

|  |
| --- |
| Name: N/a Position: N/a |
| Telephone:XXXXXX redacted under FOIA Section No. 40 |
| Postal Address: Unity Business Services (UBS), 5 Sandringham Park, Swansea Vale Town/City:  Swansea Post Code: SA7 0EA |

**BUYERS DATA PROCESSING SECURITY OFFICER**

|  |
| --- |
| Name: XXXXXX redacted under FOIA Section No. 40  Position: |
| Telephone: XXXXXX redacted under FOIA Section No. 40  E-mail Address: |
| Postal Address: 1 Unity Square, Queens Bridge Road Town/City: Nottingham  Post Code: NG2 1AY |

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) **RM6373**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

● Joint Schedules for **RM6273 Employee Benefits and Services** o Joint Schedule 2 (Variation Form)

o Joint Schedule 3 (Insurance Requirements)

o Joint Schedule 4 (Commercially Sensitive Information)

* + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)

# ● Call-Off Schedules for RM6273 Employee Benefits and Services

* Call-Off Schedule 1 (Transparency Reports)
* Call-Off Schedule 2 (Staff Transfer)
* Call-Off Schedule 3 (Continuous Improvement)
* Call-Off Schedule 5 (Pricing Details)
* Call-Off Schedule 7 (Key Supplier Staff)
* Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
* Call-Off Schedule 9 (Security) - Part A short form
* Call-Off Schedule 10 (Exit Management)
* Call-Off Schedule 13 (Implementation Plan and Testing)
* Call-Off Schedule 14 (Service Levels)
* Call-Off Schedule 16 (Benchmarking)
* Call-Off Schedule 20 (Call-Off Specification)

CCS Core Terms (version 3.0.11)

1. Joint Schedule 5 (Corporate Social Responsibility) **RM6273 Employee Benefits and Services**
2. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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: *Should the Deliverables under the Call-Off Contract include any of the following Services:*

* 1. *Financial Wellbeing;*
  2. *Payroll Giving; or*
  3. *Cycle to work,*

*as these Services constitute regulated financial activities or have other regulatory requirements, the Buyer will be required to sign an agreement directly with the Supplier’s Subcontractor, being the provider of those Services, in addition to the Call-Off Contract, in a form to be agreed between the Buyer and the Subcontractor.*

|  |  |  |
| --- | --- | --- |
| CALL-OFF START DATE: |  | 30 August 2025 |
| CALL-OFF EXPIRY DATE: |  | 29 August 2028 |
| CALL-OFF INITIAL PERIOD: |  | 3 Years |
| EXTENSION PROVISION: |  | 1 Year extension option |

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LOT** | **Description** | | | | **Subcontractor** | **Price** | **YES/NO** |
| **Lot 1 -**  **Employee**  **Benefit and**  **Services**  **Fully**  **Managed**  **Service** |  |  |  | Employee Discounts | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | Dental Insurance | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | Childcare Vouchers | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | Smartphone and Tech | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | Payroll Giving | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | Cycle to Work | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | My Gym Discounts | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | My Health Discounts (non-Payroll) | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **NO** |
|  |
|  |  |  | Financial Wellbeing | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  | HealthiFlex (Health Screening)  *Corporate discounts on health assessments, delivered through a network of suppliers located nationally. Additional services to complement the scheme include but are not limited to digital GP services, virtual physio, nutrition and lifestyle coaching, and counselling.* | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **NO** |
|  |
|  |  |  | Gym Flex | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **NO** |
|  |
|  |  |  | Green Car Scheme  *The Supplier shall provide a Green Car Scheme that provides access to the Public Sector*  *Discounts available from car manufacturers, and include car insurance, servicing, maintenance, repair, and breakdown cover.* | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **NO** |
|  |
|  |  |  |  | Recognition – Compliments Select | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | NO |
|  |
|  |  |  |  | Recognition – P2P (non financial) | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | **YES** |
|  |
|  |  |  |  | Recognition – P2P (financial) | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | YES |
|  |
| **ADDITIONAL SERVICES** | | | | |  |  |  |
|  | Total Reward Statements | | | | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | YES |
|  | XXXXXX redacted under FOIA Section No. 43 | | | | XXXXXX redacted under FOIA Section No. 43 | XXXXXX redacted under FOIA Section No. 43 | YES |

PRICING

XXXXXX redacted under FOIA Section No. 43

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£1,900,939.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

* Indexation
* Specific Change in Law
* Benchmarking using Call-Off Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Invoices are to be submitted monthly or at a frequency to be agreed with DVSA.

Payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA contract owner.

A Purchase Order (PO) number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to: [SSa.invoice@Ubuinsessservices.co.uk](mailto:SSa.invoice@Ubuinsessservices.co.uk)

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA contract owner and the supplier should include any information required to ensure efficient and effective receipting/invoice matching.

BUYER’S INVOICE ADDRESS:

SSa.invoice@Ubusinessservices.co.uk

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

BUYER’S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA Section No. 40

BUYER’S ENVIRONMENTAL POLICY



Appendix 1 - DfT

Corporate Environm

BUYER’S SECURITY POLICY

Not applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA Section No. 40

SUPPLIER’S CONTRACT MANAGER

XXXXXX redacted under FOIA Section No. 40

PROGRESS REPORT FREQUENCY

Monthly reports are required, date to be agreed during the implementation meeting.

PROGRESS MEETING FREQUENCY

Monthly meetings are required, date to be agreed during the implementation meeting.

KEY STAFF

XXXXXX redacted under FOIA Section No. 40

KEY SUBCONTRACTOR(S)

* XXXXXX redacted under FOIA Section No. 43

COMMERCIALLY SENSITIVE INFORMATION

XXXXXX redacted under FOIA Section No. 43

# See also detailed in Appendix 1 below

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There’s a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

We will commit to the actions within in our carbon reduction plan in order to achieve our reduction targets

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXX Redacted under FOIA Section No. 40 | Signature: | XXXX Redacted under FOIA Section No. 40 |
| Name: | XXXX Redacted under FOIA Section No. 40 | Name: | XXXX Redacted under FOIA Section No. 40 |
| Role: | Commercial Director | Role: | Head of Category Management |
| Date: | 10/6/2025 | Date: | 6/6/2025 |

# Appendix 1

**Joint Schedule 4 (Commercially Sensitive Information)**

1. **What is the Commercially Sensitive Information?** 
   1. In this Schedule the Parties have sought to identify the Supplier's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA and the EIRs.
   2. Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this Schedule applies in the table below and in the Order Form (which shall be deemed incorporated into the table below).
   3. Without prejudice to the Relevant Authority's obligation to disclose Information in accordance with FOIA or Clause 16 (When you can share information), the Relevant Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

XXXX redacted under FOIA Section No.43