

## 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 and Related Services. Dated 7<sup>th</sup> April 2022.

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 Contract Order Form and the Contract Terms

Order Number	CCDE22A01
From	Cabinet Office ("Customer")
To	BC Arch Ltd ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	11 <sup>th</sup> April 2022
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	31 <sup>st</sup> March 2023  12 months extension option, subject to budgetary approval.

### 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	Provision of Apprenticeship Training and related Services. Senior People Professional Level 7.  The apprenticeship training will be delivered face to face and virtually.  The Apprenticeship training will take place in UK. Full details of the precise details of any additional service(s) required, will be given by the Contracting Authorities (Civil Service departments) in the Service Request Order form.  The estimated annual volumes of assessments for Central Government departments throughout the duration of this contract is 52. The Authority provides no guarantees in respect of the estimates  Further additional requirements in Annex 1: The Services of the Contract Terms.
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Senior People Professional (HR specialism) - ST0813 - Level 7 Apprenticeship
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	Contract Charges = £988,000.00 excluding VAT, including extensions.  Please note this is the maximum contract value. This is a call off contract. The Authority reserves the right not to spend all of the budget.  REDACTED TEXT under FOIA Section 43 Commercial Interests.
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	REDACTED TEXT under FOIA Section 40, Personal Information

### 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.

## 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 TEXT under FOIA Section 40, Personal Information
Date	8 <sup>th</sup> April 2022

For and on behalf of the Customer:

Name and Title	REDACTED TEXT under FOIA Section 40, Personal Information
Date	12 <sup>th</sup> April 2022