

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

## Order Form

CALL-OFF REFERENCE: C293498 PRO6067 Staff Benefits Platform  
 THE BUYER: **UK Health Security Agency**

BUYER ADDRESS UK Health Security Agency, 5th floor  
 10 South Colonnade  
 London  
 E14 4PU

THE SUPPLIER: Reward Gateway (UK) Ltd

SUPPLIER ADDRESS: 265 Tottenham Court Road, London, W1T 7RQ

REGISTRATION NUMBER: 05696250

DUNS NUMBER: 34-898-7574

SID4GOV ID: **N/A**

### BUYERS HR/COMMERCIAL CONTACT

Name: [REDACTED]	Position: [REDACTED]
Telephone: [REDACTED]	E-mail Address: [REDACTED]
Postal Address: UK Health Security Agency, 5th floor, 10 South Colonnade	
Town/City: London	Post Code: E14 4PU

### BUYERS ORDER CONTACT

Name: [REDACTED]	Position: [REDACTED]
Telephone: [REDACTED]	E-mail Address: [REDACTED]
Postal Address: UK Health Security Agency, 5th floor, 10 South Colonnade	
Town/City: London	Post Code: E14 4PU

### BUYERS INVOICING CONTACT

Name: Accounts Payable	Position:
Telephone:	E-mail Address: [REDACTED]
Postal Address: UK Health Security Agency, Manor Farm Road, Porton Down	
Town/City: Salisbury	Post Code: SP4 0JG

### BUYERS DATA PROCESSING SECURITY OFFICER

Name: [REDACTED]	Position: Data Protection Officer
Telephone:	E-mail Address: [REDACTED]
Postal Address:	
Town/City:	Post Code:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11/07/2024 date of issue].

It's issued under the Framework Contract with the reference number **RM6273** for the provision of employee benefits.

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) **RM6273**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6273 Employee Benefits and Services**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - ~~Joint Schedule 6 (Key Subcontractors)~~
    - ~~Joint Schedule 7 (Financial Difficulties)~~
    - ~~Joint Schedule 9 (Minimum Standards of Reliability)~~
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - ~~Joint Schedule 12 (Supply Chain Visibility)~~
  - 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 6 (ICT Services)~~
    - ~~Call Off Schedule 7 (Key Supplier Staff)~~
    - ~~Call Off Schedule 8 (Business Continuity and Disaster Recovery)~~
    - ~~Call Off Schedule 9 (Security)~~
    - ~~Call Off Schedule 10 (Exit Management)~~
    - ~~Call Off Schedule 11 (Installation Works)~~
    - ~~Call Off Schedule 12 (Clustering)~~
    - ~~Call Off Schedule 13 (Implementation Plan and Testing)~~
    - ~~Call Off Schedule 14 (Service Levels)~~
    - ~~Call Off Schedule 15 (Call-Off Contract Management)~~
    - ~~Call Off Schedule 16 (Benchmarking)~~
    - ~~Call Off Schedule 17 (MOD Terms)~~
    - ~~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)~~
    - ~~Call off Schedule 22 (Lease Terms)~~
    - ~~Call Off Schedule 23 (HMRC Terms)~~

CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6273 Employee Benefits and 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**

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:*

- a) *Financial Wellbeing;*
- b) *Green Cars*
- c) *Payroll Giving; or*
- d) *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: **01 July 2024**

CALL-OFF EXPIRY DATE: **30 June 2027**

CALL-OFF INITIAL PERIOD: **3 years**

CALL-OFF EXTENSION PERIOD: **12 months**

CALL-OFF DELIVERABLES

LOT	Description	Sub-contractor	Price	YES/NO
Lot 1 - Employee Benefit and Services Fully Managed Service	<input type="checkbox"/> Employee Discounts <i>Comprehensive range of instant vouchers, online offers and integrated cashback with premium rates of discount</i>			YES
	<input type="checkbox"/> Dental Insurance			NO
	<input type="checkbox"/> Childcare Vouchers			YES
	<input type="checkbox"/> Smartphone and Tech			NO
	<input type="checkbox"/> Payroll Giving <i>Hand on Payroll Giving deliver an engaging payroll giving programme. They work alongside Charitable Giving as the preferred HMRC approved Agency.</i>			YES
	<input type="checkbox"/> Health Cash Plan			NO
	<input type="checkbox"/> Cycle to Work			YES
	<input type="checkbox"/> My Gym Discounts			NO
	<input type="checkbox"/> My Health Discounts (non-Payroll)			NO
	<input type="checkbox"/> Financial Wellbeing			NO
	<input type="checkbox"/> HealthiFlex (Health Screening) <i>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.</i>			NO
	<input type="checkbox"/> Gym Flex			NO
<input type="checkbox"/> Green Car Scheme <i>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.</i>	NO			
<input type="checkbox"/> Recognition – Compliments Select		YES		

PRICING

*Following the Contract Year, for each Contract Year, the Charges per employee will be subject to an increase equal to the greater of the Consumer Price Index (CPI) for the preceding twelve (12) months or five percent (5%).*

**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 nil.

The financial limit of the contract is £300,000 excluding VAT.

**CALL-OFF CHARGES**

See details above.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS

**BUYER'S INVOICE ADDRESS:**

As above

**BUYER'S AUTHORISED REPRESENTATIVE**

As above

**BUYER'S ENVIRONMENTAL POLICY**

n/a

**BUYER'S SECURITY POLICY**

n/a

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

265 Tottenham Court Road  
London, W1T 7RQ

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

265 Tottenham Court Road  
London, W1T 7RQ

**PROGRESS REPORT FREQUENCY**

Weekly project calls/meetings to coordinate implementation of the services

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

Framework Ref: RM6273 Employee Benefits and Services

Project Version: v1.0

Model Version: v3.9

KEY STAFF

[Redacted]

KEY SUBCONTRACTOR(S)

As above

COMMERCIALLY SENSITIVE INFORMATION

Not applicable.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
[Redacted]		[Redacted]	
Date Signed:	6th September 2024	Date Signed:	6th September 2024

