

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

## Order Form

CALL-OFF REFERENCE: RM6133

THE BUYER: **Crown Commercial Service**

BUYER ADDRESS **REDACTED**

THE SUPPLIER: Edenred (UK Group) Ltd

SUPPLIER ADDRESS: **REDACTED**

REGISTRATION NUMBER: 00540144

DUNS NUMBER: **REDACTED**

SID4GOV ID: N/A

### CUSTOMER HR/COMMERCIAL CONTACT

Name: <b>REDACTED</b>	Position: <b>REDACTED</b>
Telephone: <b>REDACTED</b>	E-mail Address: <b>REDACTED</b>
Postal Address: <b>REDACTED</b>	
Town/City: <b>REDACTED</b>	Post Code: <b>REDACTED</b>

### CUSTOMER ORDER CONTACT

Name: <b>REDACTED</b>	Position: <b>REDACTED</b>
Telephone: <b>REDACTED</b>	E-mail Address <b>REDACTED</b>
Postal Address: <b>REDACTED</b>	
Town/City: <b>REDACTED</b>	Post Code: <b>REDACTED</b>

### CUSTOMER INVOICING CONTACT

Name: <b>REDACTED</b>	Position: <b>REDACTED</b>
Telephone: <b>REDACTED</b>	E-mail Address: <b>REDACTED</b>
Postal Address: <b>REDACTED</b>	
Town/City: <b>REDACTED</b>	Post Code: <b>REDACTED</b>

### CUSTOMER DATA PROCESSING SECURITY OFFICER

Name: <b>REDACTED</b>	Position: <b>REDACTED</b>
Telephone: <b>REDACTED</b>	E-mail Address: <b>REDACTED</b>
Postal Address: <b>REDACTED</b>	
Town/City: <b>REDACTED</b>	Post Code: <b>REDACTED</b>

### CUSTOMER DELIVERY ADDRESS FOR ANY GOODS

Postal Address: <b>REDACTED</b>
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## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 07/04/2020

It's issued under the Framework Contract with the reference number **RM6133** for the provision of Employee Benefits.

CALL-OFF LOT(S): Not applicable

## 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) RM6133*
3. *The following Schedules in equal order of precedence:*
  - *Joint Schedules for RM6133*
  - *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 8 (Guarantee)*
  - *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 **RM6133***
  - *Call-Off Schedule 1 (Transparency Reports) o*
  - *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 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 18 (Background Checks)*
  - *Call-Off Schedule 20 (Call-Off Specification)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6133*
6. *[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**

[None]

**CALL-OFF START DATE: 21/04/2020**

**CALL-OFF EXPIRY DATE: 20/04/2023**

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

**CALL- OFF EXTENSION OPTION: Up to 12 Months in the event that the framework optional extension is implemented**

**CALL-OFF DELIVERABLES**

**Online Employee Benefits Platform.** The Supplier shall provide an Online Employee Benefits Platform together with maintenance of the said platform to the Buyers to deliver the following benefits:

	<b>Service</b>	<b>Description</b>	<b>Price</b>	<b>YES/NO</b>
<b>CCV</b>	<b>Childcare Voucher Scheme</b>	The Supplier shall provide childcare vouchers covering all types of childcare provision.	Total cost in 20/21: <b>£88,890</b> Service Charges:	<b>YES</b>
<b>C2W</b>	<b>Cycle to Work Scheme</b>	The Supplier shall provide an HMRC approved Cycle-to-Work Scheme that includes the provision of cycles and cycle safety equipment supplied through approved cycle outlets nationwide. The scheme shall adhere to the Department of Transport Cycle to Work policy.	Spend in 2019/20: <b>£4,482</b> Spend in 20/21: <b>£11,161</b> Service Charges: ?  *We have used figures from both 19/20 and 20/21 due to the scheme closing in Dec 2020, which has affected take up figures for the 20/21 FY.	<b>YES</b>
<b>R&amp;R</b>	<b>Reward and Recognition Scheme</b>	The Supplier shall provide a Reward and Recognition Scheme covering a range of loyalty, Reward and Recognition awards. The awards shall be made through vouchers and gift cards covering a range of goods and services and shall include branded high street names as well as local offers as requested by the Buyer.	Total Budget: <b>£70,000</b> Service Charges:	<b>YES</b>

<b>Payroll</b>	<b>Payroll Giving Scheme</b>	The Supplier shall provide a HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.	<b>£0</b>	<b>NO</b>
<b>ED</b>	<b>Employee Discounts Scheme</b>	- The Supplier shall provide employee discounts on a range of goods and services. These shall appeal to the diverse employee base of the Buyers and shall include branded high street names as well as local offers.	<b>£0</b>	<b>YES</b>
<b>Gym</b>	<b>Discounted Gym Membership Scheme</b>	The Supplier shall provide a discounted gym memberships to cover gyms and leisure centres as well as exercise and fitness classes delivered through high street names, independents and local providers.	Total Spend in 20/21: <b>£541.61</b> Service Charges:  *This figure is low because Gyms have been closed due to Covid. If we were to scale this up, we are suggesting that around 36 people would take this benefit up over 1 year at an average cost of £600 per person. This would equate to a total spend of circa £21,600.	<b>YES</b>
<b>Health</b>	<b>Discounted Health Assessments</b>	The Supplier shall provide discounted health assessments delivered through independent and local providers.	Estimated Spend: <b>£10,000</b>  *Take up is low on this scheme because of Covid. I have provided an estimated figure.	
<b>Tech</b>	<b>Technology Smartphone Discount Scheme</b>	The Supplier shall provide technology and smartphone discounts to employees including discounts on the latest technology from leading manufacturers. P	Spend since launch in Sept 2020: <b>£28,385</b> Service Charges:	<b>YES</b>
<b>Well Being</b>	<b>Financial Wellbeing Scheme</b>	The Supplier shall provide an on-line financial education service and a range of products and services aimed at improving employees' financial well-being.	<b>£0</b>	<b>YES</b>
<b>Car</b>	<b>Green Car Scheme</b>	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.	<b>£0</b>	<b>NO</b>
<b>Dental</b>	<b>Dental Insurance</b>	The benefit gives employees access to a dental insurance policy, at corporate rates, to help make costly and essential dental treatment more affordable. The policy allows the employee to claim towards insured dental treatment from day one They are covered for preexisting conditions, excluding mouth cancer, and they are covered for planned or pending treatment with their choice of NHS or private dentist. There are three levels of cover and partners or children can also be included.	<b>£0</b>  *no spend for this product goes through CCS accounts.	<b>YES</b>
<b>Health</b>	<b>Health Cash Plan</b>	Affordable alternative to private medical insurance.	<b>£0</b>	<b>NO</b>
<b>Medical</b>	<b>Private Medical Insurance</b>	Health Insurance with unlimited online GP service.	<b>£0</b>	<b>NO</b>
<b>Additional</b>		[insert if applicable]	[....]	n/a

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£202,298.61**

#### CALL-OFF CHARGES

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

All changes to the Charges must use procedures that are equivalent to those in Framework Schedule 3 (Framework Prices)

#### REIMBURSABLE EXPENSES

[None]

#### PAYMENT METHOD

n/a

#### BUYER'S INVOICE ADDRESS:

**REDACTED**

#### BUYER'S AUTHORISED

**REDACTED**

#### BUYER'S ENVIRONMENTAL POLICY **n/a**

#### BUYER'S SECURITY POLICY

**n/a**

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED**

#### SUPPLIER'S CONTRACT MANAGER

**REDACTED**

#### 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]

#### KEY STAFF

**REDACTED**

#### KEY SUBCONTRACTOR(S)

<b>Cycle to Work</b>	Cycle2Work
<b>Charity Giving</b>	Charities Trust
<b>Discounted Gym Membership</b>	Incorpore
<b>Home Technology &amp; Smartphone</b>	Let's Connect
<b>Dental Insurance</b>	UNUM
<b>Financial Wellbeing</b>	Salary Finance

#### COMMERCIALLY SENSITIVE INFORMATION

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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:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	07/04/2020	Date:	7/4/20