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

**Order Form**

CALL-OFF REFERENCE: **PS/20/234A**

THE BUYER: **Driver & Vehicle Licencing Agency**

BUYER ADDRESS DVLA

Longview Road,

Morriston,

Swansea,

SA6 7JL

THE SUPPLIER: **Willis Towers Watson, Willis Ltd.**

SUPPLIER ADDRESS:3 Temple Quay,

Temple Back East,

Bristol,

BS1 6DZ

REGISTRATION NUMBER:1181116

DUNS NUMBER: 21-032-0073

SID4GOV ID:Not applicable

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 18/11/2021.

It’s issued under the Framework Contract with the reference number RM6020 for the provision of Motor Fleet Insurance broker services.

CALL-OFF LOT(S):

**RM6020 Lot 1**

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) **RM6020**
3. The following Schedules in equal order of precedence:
* Joint Schedules for **RM6020 – available from appointed supplier**
	+ 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 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)

* Call-Off Schedules for **RM6020 Lot 1**

* + Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6020** – available from appointed supplier.

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:

Willis Towers Watson Terms of Business Agreement – January 2021.

Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary the provisions of the CCS Insurance Framework Contract RM6020 will always take precedence.

CALL-OFF START DATE: 22/02/2022

CALL-OFF EXPIRY DATE: 21/02/2024

CALL-OFF INITIAL PERIOD: 2 Years

CALL-OFF DELIVERABLES

Provision of insurance brokerage services as detailed below in relation to the class detailed above for a period of three years commencing 22nd February 2022 and ending on 21st February 2024.

RENEWAL

* Renewal questionnaires issued
* Programme Design
* Prepare presentations
* Insurer meetings
* Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM6138
* Checking insurers documentation and premiums

MID-TERM

* Policy checking and issue
* Day to day queries, alterations and administration
* Changes to legislation, market developments and the like which could affect your programme

CLAIMS HANDLING

* Direct Deal on claims
* Checking insurer issued “confirmed claims experiences”
* Production of claims experience prior to renewal

MAXIMUM LIABILITY

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

The Estimated Annual Charge used to calculate liability is£500.

CALL-OFF CHARGES

Willis Limited are remunerated by way of an annual fee. The agreed annual fee for the services listed above is £500, which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis’s reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

However, the insurers for the policies for which Willis provide services for you will allow a brokerage of up to 3.5% of the total premium payable and Willis will retain such brokerage in full. Willis do not receive such brokerage where we earn income from Willis Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

Under the CCS framework, a management fee of 0.45% is payable in respect of the insurance premium and Willis broker fee. This will be subtracted from the Willis fee.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Cash

BUYER’S INVOICE ADDRESS:

**XXXXXX** redacted under FOIA section 40

Facilities and People Commercial Specialist

**XXXXXX** redacted under FOIA section 40

Longview Road,

Clase,

Swansea

SA67JL

BUYER’S AUTHORISED REPRESENTATIVE

**XXXXXX** redacted under FOIA section 40

Facilities and People Commercial Advisor

Longview Road,

Clase,

Swansea

SA67JL

SUPPLIER’S AUTHORISED REPRESENTATIVE

**XXXXXX** redacted under FOIA section 40

Account Director

**XXXXXX** redacted under FOIA section 40

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

SUPPLIER’S CONTRACT MANAGER

**XXXXXX** redacted under FOIA section 40

Executive Director

**XXXXXX** redacted under FOIA section 40

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

PROGRESS REPORT FREQUENCY

As and when required

PROGRESS MEETING FREQUENCY

As and when required

KEY STAFF

**XXXXXX** redacted under FOIA section 40

Lead Associate

**XXXXXX** redacted under FOIA section 40

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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)]

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | **XXXXXX** redacted under FOIA section 40 | Signature: | **XXXXXX** redacted under FOIA section 40 |
| Name: | **XXXXXX** redacted under FOIA section 40 | Name: | **XXXXXX** redacted under FOIA section 40 |
| Role: | Account Director | Role: | Category Lead |
| Date: | 09/02/2022 | Date: | 04/02/2022 |