

CONTRACT ORDER FORM

FOR

THE PROVISION OF IMPROVEMENTS STANDARDS APPRENTICESHIP TRAINING

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 and related Services.

The Supplier agrees to supply the Goods and/or 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

CCS Reference Number	CCZP23A05
Signed - via Docusign	
Supplier	
<div> Kate Smith 25/04/2024</div> <div>Kate Smith - Managing Director 5 Nobury Hill, Inkberrow, Worcester WR7 4HA kate.smith@capellaassociates.com</div>	
<div> 20-May-2024 <Commercial Sign Here></div> <div>Buyer David McGill Head of Commercials, Cabinet Office [Learning Category] david.mcgill@cabinetoffice.gov.uk</div>	

1. CONTRACT PERIOD

1.1	Commencement Date	Monday 29th April 2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	Wednesday 28th April 2027 There is no option to extend

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	Please refer to Attachment 3 of the Bid Pack – Statement of Requirements.
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Please refer to Attachment 3 of the Bid Pack – Statement of Requirements.
3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice

4. PAYMENT

4.1	Contract Value	£3,069,000.00 (ex VAT)
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	To be completed at Contract Award

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 which includes Appendix 1 to the Order Form (Special Terms Schedule).