**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.**  Dated 29 July 2022.

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

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| --- | --- |
| Order Number | To be completed at Contract award |
| From | CROWN COMMERCIAL SERVICE |
| To | CIPS Corporate Services Ltd |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | August 2022 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | November 2024  There is provision to extend contact end date (time only) in the contract to allow apprentices to complete their programme. |

2. SERVICES REQUIRED

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| 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 | Commercial procurement and supply (formerly public sector commercial professional) - ST0313 - Level 4 : Buying the goods and services that enable an organisation to operate. : Route: Procurement Manager  Provision of Apprenticeship Training for the Level 4 Commercial Procurement and Supply Apprenticeship Training and End Point Assessment.  The apprenticeship training will be delivered virtually.  The exams which learners will be required to take as part of the Apprenticeship will be sat by learners at an approved CIPS exam centre, subject to a satisfactory risk assessment being in place. If this is not possible then exams will be sat virtually.  Regular reviews between the Apprentice Training Provider and CCS will take place virtually on a regular basis; the frequent of these will be agreed between both parties according to the needs of the business.  The End Point Assessment will be assessed virtually.  Delivery of information sessions to CCS employees regarding the Level 4 CIPS Apprenticeship Programme and role and responsibilities as required.  Ongoing support from a tutor support for the duration of the learners’ Apprenticeship.  Number of learners: Please see in contract charges below.  Please note that the volumes of work cannot be guaranteed. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Commercial procurement and supply (formerly public sector commercial professional) - ST0313 - Level 4 |

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| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

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| 4.1 | Contract Charges | Contract Charges = (ex VAT)  £9,000 x 10 learners.  Please note that the volumes of work cannot be guaranteed.  Includes the cost of any subcontractors and the cost of an approved end point assessor. |
| 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 | Buyer billing address | n/a |

5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | (Clause [ ] of the Contract Terms):  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 Buyer 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 | SU **REDACTED TEXT under FOIA Section 40, Personal Information** PPLIER\_NAME\_1 SUPPLIER\_SIG\_1 |
| Date | SUPPLIER\_DATE\_1 |

For and on behalf of the Buyer:

|  |  |
| --- | --- |
| Name and Title | BUY **REDACTED TEXT under FOIA Section 40, Personal Information** ER\_NAME\_1 BUYER\_SIG\_1 |
| Date | BUYER\_DATE\_1 |