

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

## Order Form

CALL-OFF REFERENCE: **[Insert Buyer's contract reference number]**

THE BUYER: Natural England

BUYER ADDRESS Foss House,  
Kings Pool,  
1-2 Peasholme Green,  
York  
YO1 7PX  
United Kingdom

THE SUPPLIER: Willis Limited

SUPPLIER ADDRESS: 3 Temple Quay, Temple Back East, Bristol, BS1  
6DZ

REGISTRATION NUMBER: 181116

DUNS NUMBER: **21-032-0073**

SID4GOV ID: **[Insert if known]**

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 29<sup>th</sup> August 2024.

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

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It is issued under the Framework Contract with the reference number RM6323 for the provision of insurance brokerage services for the following classes:

- Group Personal Accident & Travel
- Motor Fleet
- Combined Liability
- Professional Indemnity
- Property Damage

CALL-OFF LOT(S):

RM6323

### 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) RM6323
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6323 – available from appointed supplier**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility )
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6323
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6323 – 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 – February 2024

<https://www.wtwco.com/en-gb/Notices/terms-of-business-agreement-crb-gb>

CALL-OFF START DATE: 28<sup>th</sup> September 2024

CALL-OFF EXPIRY DATE: 27<sup>th</sup> September 2027

CALL-OFF INITIAL PERIOD: 3 years 0 Months

Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of 3 years commencing 28th September 2024 and ending on 27<sup>th</sup> September 2027.

## CALL-OFF DELIVERABLES

Core Services	<b>RENEWAL</b>
	<ul style="list-style-type: none"><li>• Renewal questionnaires issued</li><li>• Pre-renewal meetings</li><li>• Programme Design</li><li>• Prepare presentations</li><li>• Insurer meetings</li><li>• Negotiate Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM6323</li><li>• Checking insurers documentation and premiums</li></ul>
	<b>MID-TERM</b>
	<ul style="list-style-type: none"><li>• Policy checking and issue</li><li>• Day to day queries, alterations and administration</li><li>• Changes to legislation, market developments and the like which could affect your programme</li></ul>
	<b>CLAIMS HANDLING</b>
	<ul style="list-style-type: none"><li>• Validating insurer issued claims experiences</li></ul>

## MAXIMUM LIABILITY

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

## CALL-OFF CHARGES

Willis Limited are remunerated by way of an annual fee. The agreed annual fee for the services listed above is [REDACTED], 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.

The annual fee is broken down as follows:

- Group PA Travel – [REDACTED]
- Motor Fleet – [REDACTED]
- Combined Liability and Professional Indemnity – [REDACTED]
- Property Damage – [REDACTED]

However, the insurers for the policies for which Willis provide services for you will allow a brokerage of up to [REDACTED] 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 [REDACTED] 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:

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**



Defra Group Commercial (DGC), Department for Environment, Food and Rural Affairs,  
Seacole Building, 2 Marsham Street, London, SW1P 4DF

**SUPPLIER'S AUTHORISED REPRESENTATIVE**



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

**SUPPLIER'S CONTRACT MANAGER**



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

**KEY STAFF**



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**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	03/09/2024	Date:	3/9/24