**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 26/04/2023

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

|  |  |
| --- | --- |
| Order Number | TBC |
| From | Ministry of Defence, Defence Infrastructure Organisation  Main Building, Whitehall, London, SW1A 2HB |
| To | Mercury Training Services Ltd |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | 19/06/2023 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Contract for 36-month duration from implementation start date. |

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 APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | Level 3 Security First Line Manager apprenticeship.  Provider to be decided following tender process. The end point assessor is through Ofqual.  UK with the view to also include the devolved administrations if the supplier can deliver in these areas.  <https://www.instituteforapprenticeships.org/apprenticeship-standards/security-first-line-manager-v1-0>  Initial estimates predict up to 40 apprentices per year.  Day release  **Social Value KPI**  As part of our IAG service, learners, line managers and client contacts are surveyed to gather data and report back to DIO and our SMT on a quarterly basis. |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | <https://www.instituteforapprenticeships.org/apprenticeship-standards/security-first-line-manager-v1-0> |

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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 | Auto-populate price from catalogue  Contract Charges = £600,000 ex VAT  Contract Charges comprises: £600,000 ex VAT  ***Redacted***  For a 3-year contract, total cost of £600,000.  Top up for fees in excess of ESFA band  Additional extra services: N/A  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.  Payment through MOD system: CP&F/Exostar  Further additional terms in Annex 2 of Contract Schedule 3 |
| 4.3 | Customer billing address | DBS Civ Pers, Oak Building, Level 2 West, MP 6030 – 10, MOD Abbey Wood North, Bristol, BS34 8QW |

5. LIABILITY AND INSURANCE

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| 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.

For and on behalf of the Supplier:

|  |  |
| --- | --- |
| Name and Title | ***Redacted*** |
| Date | 14/06/2023 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | ***Redacted*** |
| Date | 14/06/2023 |