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

# Order Form

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| --- | --- |
| CALL-OFF REFERENCE:   | **RM6133**  |
| THE BUYER:   | HM Treasury |
| BUYER ADDRESS   | **1 Horse Guards Road, SW1A 2HQ**  |
| THE SUPPLIER:  | Edenred (UK Group) Ltd  |
| SUPPLIER ADDRESS: | 50 Vauxhall Bridge Road, London, SW1V 2RS  |
| REGISTRATION NUMBER: | 00540144 |
| DUNS NUMBER:  | 210186342  |
| SID4GOV ID: | N/A |

# CUSTOMER HR/COMMERCIAL CONTACT

|  |
| --- |
| Name: This text has been redacted under the exemptions set out by the Freedom of Information Act. Position: This text has been redacted under the exemptions set out by the Freedom of Information Act. |
| Telephone: This text has been redacted under the exemptions set out by the Freedom of Information Act. E-mail Address: This text has been redacted under the exemptions set out by the Freedom of Information Act. |
| Postal Address: HM Treasury, Ground Orange,1 Horse Guards Road,  |
| Town/City: London Post Code: SW1A 2HQ  |

# CUSTOMER ORDER CONTACT

|  |  |  |  |
| --- | --- | --- | --- |
| Name: Same as above  |   |   | Position:  |
| Telephone:  |   |   | E-mail Address:  |
| Postal Address:  |  |  |  |
| Town/City:  |   |   | Post Code:  |

# CUSTOMER INVOICING CONTACT

|  |  |  |  |
| --- | --- | --- | --- |
| Name: Accounts payable  |   |   | Position:  |

Telephone: 02072706000 opt 3, opt 2 E-mail Address: invoicequeries@hmtreasury.gov.uk thanks

|  |
| --- |
| Postal Address: HM Treasury, Ground Orange,1 Horse Guards Road,  |
| Town/City: London Post Code: SW1A 2HQ  |

# CUSTOMER DATA PROCESSING SECURITY OFFICER

|  |
| --- |
| Name: This text has been redacted under the exemptions set out by the Freedom of Information Act.Position: This text has been redacted under the exemptions set out by the Freedom of Information Act.  |
| Telephone: This text has been redacted under the exemptions set out by the Freedom of Information Act. E-mail Address: This text has been redacted under the exemptions set out by the Freedom of Information Act.  |
| Postal Address: HM Treasury, 2/15, 1 Horse Guards Road Town/City: London SW1A 2HQ  |

#  CUSTOMER DELIVERY ADDRESS FOR ANY GOODS

|  |
| --- |
| Postal Address: HM Treasury, 2/15, 1 Horse Guards Road  |
| Town/City: London Post Code: SW1A 2HQ  |

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **25/02/2020.**

It’s issued under the Framework Contract with the reference number **RM6133** for the provision of Employee Benefits.

CALL-OFF LOT(S): Not applicable

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) RM6133*
3. *The following Schedules in equal order of precedence:*

* + *Joint Schedules for RM6133* o *Joint Schedule 2 (Variation Form)*  o *Joint Schedule 3 (Insurance Requirements)* o *Joint Schedule 4 (Commercially Sensitive Information)*
		- *Joint Schedule 6 (Key Subcontractors)*  o *Joint Schedule 7 (Financial Difficulties)*  o *Joint Schedule 8 (Guarantee)*
		- *Joint Schedule 9 (Minimum Standards of Reliability)*
		- *Joint Schedule 10 (Rectification Plan)*
		- *Joint Schedule 11 (Processing Data)*
		- *Joint Schedule 12 (Supply Chain Visibility)*
	+ *Call-Off Schedules for* ***RM6133***
		- *Call-Off Schedule 1 (Transparency Reports)* o *Call-Off Schedule 2 (Staff Transfer)* o *Call-Off Schedule 3 (Continuous Improvement)* o *[Call-Off Schedule 5 (Pricing Details) ]* o  *[Call-Off Schedule 7 (Key Supplier Staff) ]*
		- *[Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]*
		- *[Call-Off Schedule 9 (Security) ]*
		- *[Call-Off Schedule 10 (Exit Management) ]* o  *[Call-Off Schedule 13 (Implementation Plan and Testing) ]* o  *[Call-Off Schedule 15 (Call-Off Contract Management) ]* o *[Call-Off Schedule 16 (Benchmarking) ]* o  *[Call-Off Schedule 19 (Scottish Law) ]* o *[Call-Off Schedule 20 (Call-Off Specification) ]*
1. CCS Core Terms
2. *Joint Schedule 5 (Corporate Social Responsibility)* RM6133

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

 [None]

CALL-OFF START DATE: 1st March 2020

CALL-OFF EXPIRY DATE: 28th February 2023

CALL-OFF INITIAL PERIOD: 3 YEARS, 0 MONTHS

CALL- OFF EXTENSION OPTION: Up to 1 YEARS, 0 MONTHS **CALL-OFF DELIVERABLES**

**Online Employee Benefits Platform.** The Supplier shall provide an Online Employee Benefits Platform together with maintenance of the said platform to the Buyers to deliver the following benefits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Service**  | **Description**  | **Price**  | **YES/NO**  |
| **CCV**  | **Childcare** **Voucher** **Scheme**  | The Supplier shall provide childcare vouchers covering all types of childcare provision.  | **£0**  | **YES**  |
| **C2W**  | **Cycle to** **Work** **Scheme**  | The Supplier shall provide an HMRC approved Cycle-toWork Scheme that includes the provision of cycles and cycle safety equipment supplied through approved cycle outlets nationwide. The scheme shall adhere to the Department of Transport Cycle to Work policy.  | **£0**  | **YES**  |
| **R&R**  | **Reward and** **Recognition** **Scheme**  | The Supplier shall provide a Reward and Recognition Scheme covering a range of loyalty, Reward and Recognition awards. The awards shall be made through vouchers and gift cards covering a range of goods and services and shall include branded high street names as well as local offers as requested by the Buyer.  | **£0**  | **YES**  |
| **Payroll**  | **Payroll** **Giving** **Scheme**  | The Supplier shall provide a HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.  | **£0**  | **YES**  |
| **ED**  | **Employee** **Discounts** **Scheme**  | **-** The Supplier shall provide employee discounts on a range of goods and services. These shall appeal to the diverse employee base of the Buyers and shall include branded high street names as well as local offers.  | **£0**  | **YES**  |
| **Gym**  | **Discounted** **Gym** **Membership** **Scheme**  | The Supplier shall provide a discounted gym memberships to cover gyms and leisure centres as well as exercise and fitness classes delivered through high street names, independents and local providers.  | **£0**  | **YES**  |
| **Tech**  | **Technology** **Smartphone** **Discount** **Scheme**  | The Supplier shall provide technology and smartphone discounts to employees including discounts on the latest technology from leading manufacturers. P  | **£0**  | **NO**  |
| **Well Being**  | **Financial** **Wellbeing** **Scheme**  | The Supplier shall provide an on-line financial education service and a range of products and services aimed at improving employees’ financial well-being.  | **£0**  | **NO**  |
| **Car**  | **Green Car Scheme**  | The Supplier shall provide a Green Car Scheme that provides access to the Public Sector Discounts available from car manufacturers, and include car insurance, servicing, maintenance, repair and breakdown cover.  | **£0**  | **NO**  |
| **Dental**  | **Dental** **Insurance**  | The benefit gives employees access to a dental insurance policy, at corporate rates, to help make costly and essential dental treatment more affordable. The policy allows the employee to claim towards insured dental treatment from day one They are covered for preexisting conditions, excluding mouth cancer, and they are covered for planned or pending treatment with their choice of NHS or private dentist. There are three levels of cover and partners or children can also be included.  | **£0**  | **NO**  |
| **Health**  | **Health Cash Plan**  | Affordable alternative to private medical insurance.  | **£0**  | **NO**  |
| **Medical**  | **Private** **Medical** **Insurance**  | Health Insurance with unlimited online GP service.  | **£0**  | **NO**  |
| **Dining**  | **Dining Card**  | Discount card accepted at many restaurants in the UK – some up to 50% off.  | **£0**  | **NO**  |
| **Additional**  |   | **[….]**  |  |  |
|  |  |

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £0

CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

[None]

PAYMENT METHOD

 N/A

BUYER’S INVOICE ADDRESS: Accounts payable invoicequeries@hmtreasury.gov.uk

HM Treasury, 1 Horse Guards Road, SW1A 2HQ

BUYER’S AUTHORISED REPRESENTATIVE

This text has been redacted under the exemptions set out by the Freedom of Information Act.

HM Treasury, Ground Orange, 1 Horse Guards Road, SW1A 2HQ

BUYER’S ENVIRONMENTAL POLICY

# None

BUYER’S SECURITY POLICY



Buyer Security Policy.docx

SUPPLIER’S AUTHORISED REPRESENTATIVE

This text has been redacted under the exemptions set out by the Freedom of Information Act.

50 Vauxhall Bridge Road

London, SW1V 2RS

SUPPLIER’S CONTRACT MANAGER

This text has been redacted under the exemptions set out by the Freedom of Information Act.

PROGRESS REPORT FREQUENCY

[Weekly project calls/meetings to coordinate implementation of the services]

PROGRESS MEETING FREQUENCY

[Quarterly on the first Working Day of each quarter]

KEY STAFF

Senior Project Manager: This text has been redacted under the exemptions set out by the Freedom of Information Act.

Senior Data Security Officer: This text has been redacted under the exemptions set out by the Freedom of Information Act.

KEY SUBCONTRACTOR(S)

|  |  |
| --- | --- |
| **Cycle to Work**  | Halfords  |
| **Charity Giving**  | Charities Trust  |
| **Discounted Gym Membership**  | Incorpore  |

COMMERCIALLY SENSITIVE INFORMATION

Not applicable.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:**  | **For and on behalf of the Buyer:**  |
| Signature:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. | Signature:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. |
| Name:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. | Name:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. |
| Role:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. | Role:  | This text has been redacted under the exemptions set out by the Freedom of Information Act. |
| Date:  | 25/02/2020 | Date:  | 21st February 2020  |