**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 and related Services. Dated 21st October 2024

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

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | 28/10/2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 27/10/2027 |

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 | To be completed at contract award, due to the level of detail required not being available until after the contract has been awarded and engagement has commenced with the supplier. |

3. CONTRACT PERFORMANCE

|  |  |  |
| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard | Level 4 Associate Project Manager |

|  |  |  |
| --- | --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
| 4.1 | Contract Charges | £3,307,400.00 |
| 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 | International House Third Floor  1 St Katharine’s Way  London  United Kingdom  E1W 1UN |

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).

| **Order Number** |  |
| --- | --- |
| **Signed - via Docusign** | |
| **Supplier**  <Supplier Sign Here> | |
| **Redacted under FOIA section 40, Personal Information** | |
| **Buyer**    <Commercial Sign Here> | |
| **Redacted under FOIA section 40, Personal Information** | |