**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 L4 Associate Project Manager Dated 22nd August 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

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| Order Number | TBC |
| From | Crown Commercial Service (“Customer”) |
| To | Oxford Professional Education Group Limited (“Supplier”) |

1. CONTRACT PERIOD

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| 1.1 | Commencement Date | 26th August 2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Until all Apprentices have successfully completed their Level 4 Associate Project Manager Programme.  The contract can be extended in the following instances: • To allow for any breaks an Apprentice may take in their learning.• To allow the Apprentice to redo any assignments.• For any other reasons decided by the Buyer. |

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 | Provision for at least two learners to undertake the Associate Project Manager Level 4 apprenticeship course and end point assessment. While we only have immediate need for two learners, we would like to request an additional three places for potential learners in the future.  Please note that the volumes of work cannot be guaranteed.  The 2 confirmed learners are based in London and Liverpool.  The base location of the 3 potential future learners could be any of the following:  Liverpool – **REDACTED TEXT under FOIA Section 40 Personal Information.** Norwich – **REDACTED TEXT under FOIA Section 40 Personal Information.**London – **REDACTED TEXT under FOIA Section 40 Personal Information.**Birmingham – **REDACTED TEXT under FOIA Section 40 Personal Information.** Delivery model to be determined and agreed with the learners and Customer at the forthcoming introductory Q&A session, scheduled for 10th September. Both the learner and the line manager can also access the skills coaches at any time when required.  Enrolment/induction sessions with apprentices and their line managers.  Regular review sessions with **REDACTED TEXT under FOIA Section 40 Personal Information.**.  Formal review with Line Managers and Tutor every 10 -12 weeks. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Level 4 Associate Project Manager Apprenticeship Programme |

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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 | £35,000.00 excluding VAT  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.  The Supplier will invoice monthly in arrears for the cost of any Services provided during that month. Invoices must contain an elemental breakdown showing how the invoice value was derived. The total of all invoices submitted during the contract period must not exceed the maximum contract value of £35,000 which includes all expenses but excludes VAT.  Further additional terms in Annex 2 of Contract Schedule 3 |
| 4.3 | Customer billing address | Not Applicable: as funds will be used from CCS Apprenticeship Levy Fund. |

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:

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| --- | --- |
| Name and Title | **REDACTED TEXT under FOIA Section 40 Personal Information.** |
| Date | 29th August 2024 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | **REDACTED TEXT under FOIA Section 40 Personal Information.** |
| Date | 9th September 2024 |