

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

Order Form

CALL-OFF REFERENCE: **CPD 4 121 134**

THE BUYER: **Ministry of Housing, Communities and Local Government**

BUYER ADDRESS: **MHCLG, Rosebrae Court, Woodside Ferry Approach, Birkenhead
CH41 6DU**

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: REDACTED	Position: REDACTED
Telephone: REDACTED	E-mail Address: REDACTED
Postal Address: MHCLG, 1st Floor, 2 Marsham Street	
Town/City: London	Post Code: SW1P 4DF

CUSTOMER ORDER CONTACT

Name: REDACTED	Position: REDACTED
Telephone: REDACTED	E-mail Address: REDACTED
Postal Address: MHCLG, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead	
Town/City: Merseyside	Post Code: CH41 6DU

CUSTOMER INVOICING CONTACT

Name: REDACTED	Position: REDACTED
Telephone: REDACTED	E-mail Address: REDACTED
Postal Address: MHCLG, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead	
Town/City: Merseyside	Post Code: CH41 6DU

CUSTOMER DATA PROCESSING SECURITY OFFICER

Name: REDACTED	Position: REDACTED
Telephone: REDACTED	E-mail Address: REDACTED
Postal Address: MHCLG, Ground Floor, 2 Marsham Street	
Town/City: London	Post Code: SW1P 4DF

CUSTOMER DELIVERY ADDRESS FOR ANY GOODS

Postal Address: MHCLG, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead

Town/City: Merseyside

Post Code: CH41 6DU

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20 November 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*
 - *Joint Schedule 2 (Variation Form)*
 - *Joint Schedule 3 (Insurance Requirements)*
 - *Joint Schedule 4 (Commercially Sensitive Information)*
 - *Joint Schedule 6 (Key Subcontractors)*
 - *Joint Schedule 7 (Financial Difficulties)*
 - *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)*
 - *Call-Off Schedule 2 (Staff Transfer)*
 - *Call-Off Schedule 3 (Continuous Improvement)*
 - *[Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]*
 - *[Call-Off Schedule 9 (Security)]*
 - *[Call-Off Schedule 10 (Exit Management)]*
 - *[Call-Off Schedule 20 (Call-Off Specification)]*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6133*
6. *[Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.]*

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

See attached Statement of Requirements

Framework Ref: RM6133

Version 1

CALL-OFF START DATE: **16 November 2020**

CALL-OFF EXPIRY DATE: **15 November 2023**

CALL-OFF INITIAL PERIOD: **3 Years, with an option to extend by one year (3+1)**

CALL- OFF EXTENSION OPTION: **Up to 12 Months in the event that the framework optional extension is implemented**

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-to-Work 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	NO
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 pre-existing 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

Additional	[insert if applicable]	[.....]	
-------------------	------------------------	---------	--

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 zero. As per discussions with the supplier, the capped liability is £5,000,000.00.

CALL-OFF CHARGES

Option A: Zero

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

REIMBURSABLE EXPENSES

[None]

PAYMENT METHOD

As per the Statement of Requirements

BUYER'S INVOICE ADDRESS:

Ministry of Housing, Communities and Local Government

REDACTED and **REDACTED**

CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED and **REDACTED**

REDACTED

REDACTED

MHCLG, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead, Merseyside, CH41 6DU

BUYER'S ENVIRONMENTAL POLICY

Not applicable for this contract

BUYER'S SECURITY POLICY

As per section 16.1 of the Statement of Requirements

Part A (Short Form Security Requirements) shall apply

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

REDACTED

50 Vauxhall Bridge Road

London, SW1V 2RS

SUPPLIER'S CONTRACT MANAGER

REDACTED

REDACTED

REDACTED

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: **REDACTED**
 Senior Data Security Officer: **REDACTED**

KEY SUBCONTRACTOR(S)

Cycle to Work	Halfords/ Cycle Solutions
Charity Giving	Charities Trust
Car Benefit	Tusker
Discounted Gym Membership	Incorpore
Home Technology & Smartphone	Let's Connect/ Tech Save
Dental Insurance	UNUM
Financial Wellbeing	Salary Finance/ Smarterly
Health Cash Plan	Benenden
Private Medical Insurance	AXA PPP

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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

