

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

Order Form

CALL-OFF REFERENCE: **C24769**

THE BUYER: **Disclosure and Barring Service**

BUYER ADDRESS: Shannon Court 10 Princes Parade Princes Dock
Liverpool L3 1QY

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

BUYER HR/COMMERCIAL CONTACT

Name: Natalie Boyd	Position: DBS Pay, Reward & OD Practitioner
Telephone: 0300 105 7530	E-mail Address: Natalie.Boyd@dbb.gov.uk
Postal Address: Shannon Court, 10 Princes Parade, Princess Dock	
Town/City: Liverpool	Post Code: L3 1QY

BUYER ORDER CONTACT

Name: Stephen Burke	Position: Senior Commercial Manager
Telephone: 03001 064 718	E-mail Address: stephen.burke5@dbb.gov.uk
Postal Address: Shannon Court, 10 Princes Parade, Princess Dock	
Town/City: Liverpool	Post Code: L3 1QY

BUYER INVOICING CONTACT

Name: DBS Supplier Invoices	Position: DBS Billing
Telephone: 0345 010 0125	E-mail Address: DBSSupplierinvoices@homeoffice.gov.uk
Postal Address: DBS, Shared Services Connected Ltd, PO BOX 5112	
Town/City: Newport	Post Code: NP10 8FZ

BUYER DATA PROCESSING SECURITY OFFICER

Name: DBS Data Protection	Position: Data Protection
Telephone: 03000 726 410	E-mail Address: DBSDataprotection@dbs.gov.uk
Postal Address: Stephenson House, Morton Palms Business Park, Alderman Best Way	
Town/City: Darlington	Post Code: DL1 4WB

BUYER DELIVERY ADDRESS FOR ANY GOODS

Postal Address: Shannon Court, 10 Princes Parade, Princess Dock	
Town/City: Liverpool	Post Code: L3 1QY

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17th March 2023.

It's issued under the Framework Contract with the reference number **RM6133** for the provision of Employee Benefits & the Compliments Connect Platform.

The Buyer has satisfied itself as to the suitability of the chosen Deliverables and understands that for certain services, it may be required to enter into a secondary agreement with the provider directly.

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 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 4 (Call Off Tender)*
 - *Call-Off Schedule 5 (Pricing Details)*
 - *Call-Off Schedule 6 (ICT Services)*
 - *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)*
 - *Call-Off Schedule 13 (Implementation Plan and Testing)*
 - *Call-Off Schedule 14 (Service Levels)*
 - *Call-Off Schedule 15 (Call-Off Contract Management)*
 - *Call-Off Schedule 16 (Benchmarking)*
 - *Call-Off Schedule 20 (Call-Off Specification)*
4. CCS Core Terms
 5. *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

Framework Schedule 6
Call-Off Order Form
C14072

CALL-OFF START DATE: **01/07/2023**

CALL-OFF EXPIRY DATE: **30/06/2025**

CALL-OFF INITIAL PERIOD: **2 Years**

CALL- OFF EXTENSION OPTION: 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	Sub-contractor	Price	YES/NO
CORE BENEFITS					
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.	Tusker		NO
CCV	Childcare Voucher Scheme	The Supplier shall provide childcare vouchers covering all types of childcare provision.	Edenred		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.	Halfords/ Cycle Solutions		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.	Edenred		YES
Gym 1	My Gym Discounts	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, independent and local providers.	Incorpore		YES
Gym 2	Gym Flex	As above but, payroll deducted.	Incorpore		NO
Payroll	Payroll Giving Scheme	The Supplier shall provide an HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.	Charities Trust		YES
R&R	Reward and Recognition Scheme – Compliments Select	Compliments Select is a online reward platform that lets you issue almost any kind of reward, of any value.	Edenred		YES
Tech	Technology Smartphone	The Supplier shall provide technology and smartphone discounts to employees	Let's Connect		NO

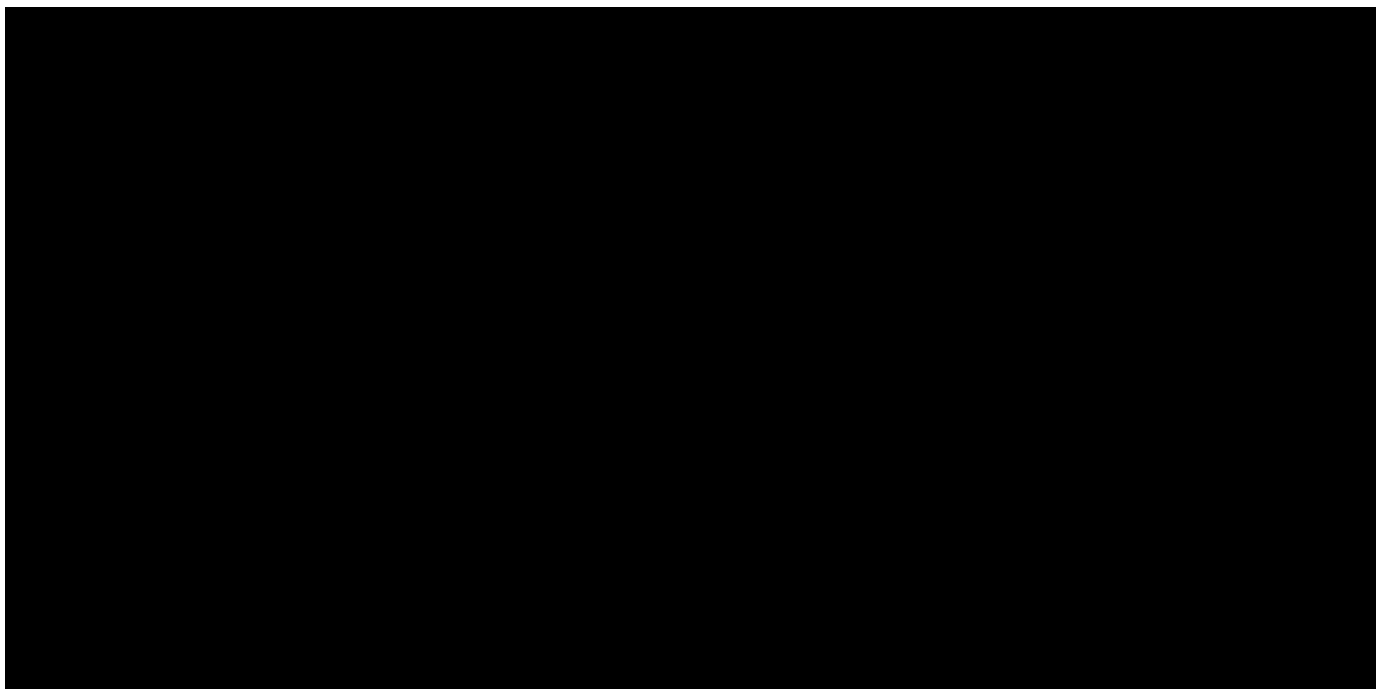
	Discount Scheme	including discounts on the latest technology from leading manufacturers.			
Well Being	Financial Wellbeing Scheme	The Supplier shall provide an online financial education service and a range of products and services aimed at improving employees' financial well-being.	Salary Finance/ Cushon		YES
	ADDITIONAL BENEFITS				
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.	UNUM		YES
Health 1	HealthiFlex (Health Screening)	Corporate discounts on health assessments, delivered through a network of suppliers located nationally. Additional services to complement the scheme include but are not limited to digital GP services, virtual physio, nutrition and lifestyle coaching, and counselling.	Incorpore		NO
Health 2	MyHealth Discounts	As above, but non-payroll.	Incorpore		NO
	Compliments Connect Recognition	Reward and Recognition Platform.	Edenred		YES
	Enhanced Discounts	Enhanced Discounts paid annual based on total headcount. Y1 Annual Charge based on the User Total Y2 and subsequent Licence Fees based on the User Total at time of renewal	Edenred		YES

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 + the additional charges as stated in Schedule 5.**

CALL-OFF CHARGES



Total Estimate Annual Charges: **£26,503.40**

Further details on the Call-Off Charges can be found in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

DBS Supplier Invoices

DBSSupplierinvoices@homeoffice.gov.uk

DBS, Shared Services Connected Ltd, PO BOX 5112, Newport, NP10 8FZ

Framework Ref: RM6133

Version 1

BUYER'S AUTHORISED REPRESENTATIVE

Stephen Burke
Senior Commercial Manager
stephen.burke5@dbb.gov.uk
Shannon Court, 10 Princes Parade, Princess Dock, Liverpool, L3 1QY

BUYER'S ENVIRONMENTAL POLICY

n/a

BUYER'S SECURITY POLICY

As per Specification Schedule 20.

PROGRESS REPORT FREQUENCY

n/a

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

Childcare Vouchers	Childcare Vouchers Ltd
--------------------	------------------------

Cycle to Work	Cycle Solutions
Charity Giving	Charities Trust
Discounted Gym Membership	Incorpore
Dental Insurance	UNUM

COMMERCIALLY SENSITIVE INFORMATION

As per Joint Schedule 4 – Commercially Sensitive Information.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

As per Joint Schedule 5 – Corporate Social Responsibility.

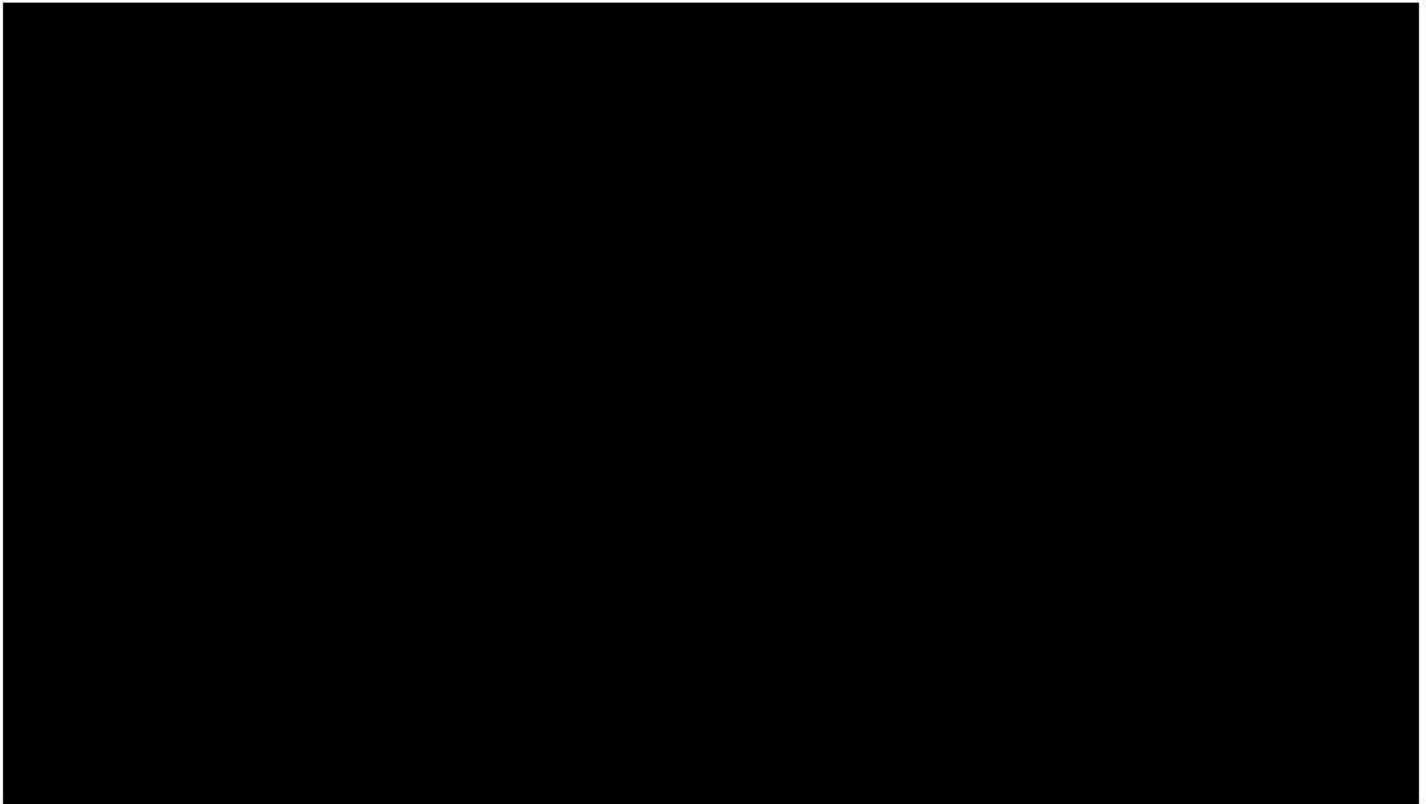
For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	 <small>Stephen Burke (Jun 1, 2023 08:31 GMT+1)</small>
Name:	Colin Hodgson	Name:	Stephen Burke
Role:	Director	Role:	Senior Commercial Manager
Date:	31/05/2023	Date:	Jun 1, 2023

RM6133 DBS Edenred Call-Off contract C24769

Final Audit Report

2023-06-01

Created:	2023-05-31
By:	[REDACTED]
Status:	Signed
Transaction ID:	CBJCHBCAABAA-ADBU2X6ovQx607DRgYR-Odb0HG24s6X



Adobe Acrobat Sign