

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

## Order Form

CALL-OFF REFERENCE: **GSS24247**

THE BUYER: **UK Research and Innovation (UKRI)**

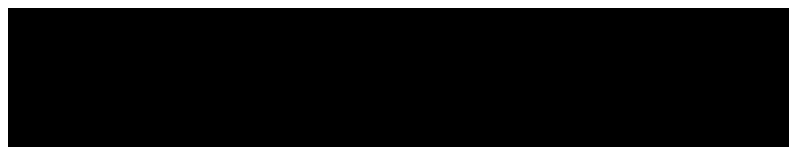
BUYER ADDRESS UK Research and Innovation, Polaris House,  
Swindon, SN2 1FL

THE SUPPLIER: SME HCI LIMITED - Trading as Vivup

SUPPLIER ADDRESS: 5 Margaret Road, Romford, RM2 5SH, England

REGISTRATION NUMBER:

DUNS NUMBER:



### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19<sup>th</sup> July 2024

It's issued under the Framework Contract with the reference number RM6273 for the provision of Employee Benefits and Services

CALL-OFF LOT(S):

***Lot 1 Managed Service***

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**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 and Interpretation) RM6273
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6273 Employee Benefits and Services**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **RM6273 Employee Benefits and Services**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - [Call-Off Schedule 5 (Pricing Details)
    - [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 20 (Call-Off Specification)

CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6273 Employee Benefits and Services**
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**

The following Special Terms are incorporated into this Call-Off Contract:

*Should the Deliverables under the Call-Off Contract include any of the following Services:*

- a) Financial Wellbeing;*
- b) Green Cars*

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c) *Payroll Giving; or*d) *Cycle to work,*

*as these Services constitute regulated financial activities or have other regulatory requirements, the Buyer will be required to sign an agreement directly with the Supplier's Subcontractor, being the provider of those Services, in addition to the Call-Off Contract, in a form to be agreed between the Buyer and the Subcontractor.*

CALL-OFF START DATE: **1<sup>st</sup> August 2024**CALL-OFF EXPIRY DATE: **31<sup>st</sup> July 2028 (1+1+1+1) basis**CALL-OFF INITIAL PERIOD: **1 Year****CALL-OFF DELIVERABLES**

See details in Call-Off Schedule 20 (Call-Off Specification)

**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

[REDACTED]

**CALL-OFF CHARGES**

[REDACTED]

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Monthly basis,

[REDACTED]

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

[REDACTED]

**BUYER'S SECURITY POLICY**

[REDACTED]

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**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

Bravo Benefits Limited

[REDACTED]

**COMMERCIALLY SENSITIVE INFORMATION**

Submission in its entirety, including pricing and quality responses.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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