**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for Provision of Apprenticeship Training for the Level 4 Commercial Procurement and Supply Apprenticeship Programme dated 28th August 2020.

The Supplier agrees to supply the 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 | CCZP20A04 |
| From | Cabinet Office (“Customer”) |
| To | JGA Ltd (“Supplier”) |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | Wednesday 2nd September 2020 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Tuesday 1st November 2022 |

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 APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | Provision of Apprenticeship Training for Level 4 PR & Communications and End Point Assessment.  The apprenticeship training will be delivered face to face and virtually.  The apprenticeship training will take place in England. For current cohort 5, there are apprentices in Liverpool, Manchester and Sheffield. For future cohorts training may be required in other regions of England.  Regular reviews between the Apprenticeship Training Provider and Cabinet Office will take place on a monthly basis.  6 apprentices for cohort 5  Please note that the volumes of work cannot be guaranteed. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard | Level 4 PR & Communications |

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| --- | --- | --- |
| 3.2 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

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| 4.1 | Contract Charges | Contract Charges = £51,300.00 (ex VAT)  6 x £8550.00 for cohort 5 = £51,300.00 (ex VAT)  Please note that the volumes of work cannot be guaranteed. |
| 4.2 | Payment terms/Profile | Payment to be made in accordance with the current in force ESFA funding rules. |
| 4.3 | Customer billing address | Government Communication Service, 1 Horse Guards Road, London, SW1A 2HQ |

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:

|  |  |
| --- | --- |
| Name and Title | REDACTED TEXT |
| Date | REDACTED TEXT |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | REDACTED TEXT |
| Date | REDACTED TEXT |