

# Sustainability and Procurement Shared Services Framework

Shared Service Call Off Contract



## Sustainability and Procurement Shared Services

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

#### Order Form

<b>CALL-OFF REFERENCE:</b>	HEART – 0.9
<b>THE BUYER:</b>	Department for Education (DfE)
<b>BUYER ADDRESS</b>	Piccadilly Gate Store Street Manchester M1 2WD
<b>THE SUPPLIER:</b>	Value Match Services Ltd
<b>SUPPLIER ADDRESS:</b>	Dee House, Dee Banks, Chester, CH3 5UU
<b>REGISTRATION NUMBER:</b>	Company Registration: 08522031

  

<b>CALL-OFF START DATE:</b>	20 <sup>th</sup> March 2025
<b>CALL-OFF EXPIRY DATE:</b>	31 <sup>st</sup> May 2025
<b>CALL-OFF INITIAL PERIOD:</b>	10 weeks

## **1. Applicable Framework Contract**

- 1.1 This Order Form is for the provision of the Call-Off Contract Deliverables and dated 06 March 2025, for a period of 10 weeks.
- 1.2 It's issued under the Framework Contract with the Notice reference: 2023/S 000-031903 for the provision of Sustainability and Procurement Shared Services
- 1.3 Find a tender notice - <https://www.find-tender.service.gov.uk/Notice/024846-2023>
- 1.4 Contract Award Notice - <https://www.find-tender.service.gov.uk/Notice/031903-2023>

## **2. Call-Off Incorporated Terms**

- 2.1 The following documents are incorporated into this Call-Off Contract. Where numbers are missing, those Schedules are not being used. If the documents conflict, the following order of precedence applies:
  - 2.1.1 This Order Form including the Call-Off Special Terms and the Schedules of the Call-Off Contract (the "**Call-Off Schedules**")
  - 2.1.2 Schedule 1 (Specification)
  - 2.1.3 Framework Pricing
  - 2.1.4 The following Call-Off Schedules in equal order of precedence:
    - Schedule 2 (Variation Form)
    - Schedule 3 (Insurance Requirements)
    - Schedule 4 (Commercially Sensitive Information)
    - Schedule 5 (Framework Improvement Plan)
    - Schedule 6 (Processing Data)
  - 2.1.5 HEART Framework Terms and Conditions - Services

## **3 Call-Off Special Terms**

- 3.1 N/A

## **4 Call-Off Contract Deliverables**

- 4.1 We understand that DfE would like an analysis of the following sub-categories, which are described as per DfE chart of account definitions:
  - Stationery
  - Educational supplies
  - Books

4.2 For the above categories the objective is to obtain an understanding of:

- Total procurement expenditure
- Spend profile across school trusts (types of schools, averages and ratio's)
- The current contractual position across school trusts
- Supplier profile, numbers of suppliers, supplier segmentation
- Efficiency profile, assessment based upon numbers of suppliers and transactions
- Provide unit and volume data for the above sub-categories
- Provide unit price analysis for a wide number of projects we have completed; this will include benchmarking rates school trusts have been paying (for suppliers such as <[REDACTED]> and <[REDACTED]> and what is available to school trusts through running competitions.

4.3 We would recommend some adjustment in the detailed scope of the categorisation, for example inter-active whiteboards, although can be supplied by stationery suppliers, a market facing categorisation would really view this as IT Hardware. Within the Value Match categorisation, we have normalised this categorisation where possible.

4.4 The analysis will enable DfE to determine the most appropriate commercial interventions for the above sub-categories and include specific products if required such as whiteboards.

## 5 Progress Report and Meeting Frequency

5.1 Updating and reporting progress to be agreed during mobilisation.

## 6 Call-Off Contract Charges

6.1 £24,000 plus VAT

## 7 Reimbursable expenses

7.1 Not applicable.

## 8. Payment method

<b>SUPPLIER FINANCE CONTACT</b>	<[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]>
<b>PAYMENTS TO BE MADE VIA BACS TO</b>	Account Name : <[REDACTED]> <[REDACTED]> <Redacted> <Redacted> <[REDACTED]> <[REDACTED]> : <[REDACTED]> Account Number : <[REDACTED]> SWIFT / BIC Code : <[REDACTED]> IBAN : <[REDACTED]>

	If additional information is required, please contact the supplier finance contact.
<b>BUYER INVOICING ADDRESS</b>	Department for Education Piccadilly Gate Store Street Manchester M1 2WD
<b>BUYER CONTACT FOR INVOICE QUIRIES</b>	<[REDACTED]>

## 1. OPERATIONAL DELIVERY

<b>SUPPLIER STRATEGIC ACCOUNT MANAGER</b>	<[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> Mobile – <[REDACTED]>
<b>SUPPLIER ACCOUNT MANAGER</b>	<[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]>. <[REDACTED]> @ <[REDACTED]> <[REDACTED]> - <[REDACTED]> . <[REDACTED]> . <[REDACTED]>
<b>ONSITE / HYBRID / REMOTE COMMITMENT</b>	<[REDACTED]>
<b>BUYER STRATEGIC CONTACT</b>	<[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> . <[REDACTED]> @ <[REDACTED]> - <[REDACTED]> . <[REDACTED]> . <[REDACTED]>
<b>BUYER OPERATIONAL LEAD</b>	<[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> . <[REDACTED]> @ <[REDACTED]> - <[REDACTED]> . <[REDACTED]> . <[REDACTED]>
<b>PROGRESS REPORT FREQUENCY</b>	Weekly project update with operational team.

## 9 Commercially Sensitive Information

9.1 The entire contents of this Call Off Contract are deemed to be Commercially Sensitive.

<b>Buyer</b>	<b>Supplier</b>
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<b>Signed by:</b>	<[REDACTED]> <[REDACTED]>	<b>Signed by:</b>	<[REDACTED]> <[REDACTED]>
<b>Position:</b>	<[REDACTED]>	<b>Position:</b>	<[REDACTED]>
<b>Signature:</b>	<[REDACTED]>	<b>Signature:</b>	<[REDACTED]>
<b>Date:</b>	<[REDACTED]>	<b>Date:</b>	<[REDACTED]>

