**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of **Apprenticeship Training Services.**  Dated 12 September 2025.

The Supplier agrees to supply the Goods and/or 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  | CCDE25A03 |
| From  | Cabinet Office (“Customer”) |
| To  | JGA Ltd (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 1 October 2025 |
| 1.2 | Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)  | 30 September 2028Option to extend by one (1) year. |

2. SERVICES REQUIRED

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| 2.1 | Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATIONAPPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARDNUMBER OF STUDENTSCLASS BASEDADDITIONAL SERVICES | APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES.See full specification of requirements in Contract Terms, Contract Schedule 2: Annex 1.England, UK |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard  | ST0311 Level 4 PR & Communications |

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| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))Maintained ESFA registration and accreditation.General industry good practice  |

4. PAYMENT

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| 4.1 | Contract Charges | Contract Charges = The total contract will not exceed £1,650,000.00 excluding VATContract Charges comprises:See details in Contract Schedule 3 Annex 1: Contract ChargesIncludes the cost of any subcontractors and the cost of an approved end point assessor. |
| 4.2 | Payment terms/Profile | Payment to be made in accordance with the current in force ESFA funding rules.  Further additional terms in Annex 2 of Contract Schedule 3  |
| 4.3 | Customer billing address | Invoices should be submitted to: REDACTED TEXT under FOIA Section 40 Personal Information.It is a requirement that a PO number should alwaysbe quoted on the invoice to ensure promptpayment. |
| The price banding structure will apply from the commencement of the contract and remain fixed for its full duration of three (3) years, and extension period, if taken. These bands are not reset annually and will apply cumulatively across the contract period.Key principles* The band thresholds apply to the total volume of services delivered over the entire contract term. They are not reset annually or at any other interval.
* The applicable band is determined by the cumulative volume of services delivered. For example, if 12 units are delivered by month 6, Band 2 pricing applies from unit 11 onward.
* Tenderers must provide a distinct unit price for each band at the time of submission. These prices will be fixed for the duration of the contract unless otherwise agreed in writing.
* Once a band threshold is crossed, the new pricing applies to subsequent units only. Prior units remain priced according to the band they were delivered under. (Pricing is not retrospective — once a band is reached, only future units are priced at the new rate.)

To clarify how the price bands operate over the contract term, please consider the following scenario:

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| Month | Units Delivered (Cumulative) | Applicable Band | Price Applied |
| Month 1 | 5 units | Band 1 (1-10 apprentices) | Band 1 price per unit |
| Month 3 | 12 units total | Band 2 (11-50 apprentices) begins at unit 11 | Units 1–10 at Band 1 price Units 11–12 at Band 2 price |
| Month 6 | 65 units total | Band 3 (51-100 apprentices) begins at unit 51 | Units 1–10 at Band 1 price Units 11–50 at Band 2 price Units 51–65 at Band 3 price |
| Month 18 | 102 units total | Band 4 (101 and over) begins at unit 101 | Units 1–10 at Band 1 price Units 11–50 at Band 2 price Units 51–100 at Band 3 price Units 101–102 at Band 4 price |

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5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms  |
| 5.2 | Insurance | (Clause 26 of the Contract Terms): 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 under FOIA Section 40 Personal Information. |
| Date  |   |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title  |  REDACTED TEXT under FOIA Section 40 Personal Information. |
| Date  |   |