

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

Order Form

CALL-OFF REFERENCE: Prj_25988

THE BUYER: Department for Work and Pensions

BUYER ADDRESS: Caxton House, Tothill Street, London, SW1H 9NA

THE SUPPLIER: People Asset Management Ltd

SUPPLIER ADDRESS: Holly House, 73-75 Sankey Street, Warrington, WA1 1SL

REGISTRATION NUMBER: 05199107

DUNS NUMBER: 739464670

SID4GOV ID: 25998

APPLICABLE FRAMEWORK CONTRACT:

This Order Form is for the provision of the Call-Off Deliverables and dated 31 July 2023. It is issued under the Framework Contract with the reference number RM6182 for the provision of Occupational Health Services and Employee Assistance Programme.

CALL-OFF LOT(S):

Lot 1 – Occupational Health and Employee Assistance Programmes, Fully Managed

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.
2. Joint Schedule 1 (Definitions and Interpretation) for RM6182.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6182
 - 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)

- Call-Off Schedules for RM6182
 - 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 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 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3.0.8)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6182

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

CALL-OFF START DATE: 1 August 2023

CALL-OFF EXPIRY DATE: 31 December 2023

CALL-OFF INITIAL PERIOD: Five (5) Months

OPTIONAL EXTENSION PERIOD: Three (3) Months

MAXIMUM CALL-OFF PERIOD: Eight (8) Months

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 Charges used to calculate liability during the term of the Contract is £4.773M

CALL-OFF CHARGES:

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES:

None

PAYMENT METHOD:

Payment for Deliverables confirmed as being supplied shall be made monthly in arrears against a valid invoice in accordance with the Buyer's standard payment provisions.

BUYER'S INVOICE ADDRESS:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE(S):

REDACTED

BUYER'S ENVIRONMENTAL REQUIREMENT(S):

The DWP Estates Environmental Commitment Statement as may be updated from time to time. See current version below:



DWP Estates
Environmental Comm

The Supplier shall additionally ensure all applicable environmental protection standards and legislation is complied with. The supplier is required, so far as is reasonably practical, to comply with DWP's sustainability policies, processes and the Greening Government Commitments (GGCs).

BUYER'S SECURITY POLICY:

Available online at: [DWP procurement: security policies and standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/dwp-procurement-security-policies-and-standards)

SUPPLIER'S AUTHORISED REPRESENTATIVE:

REDACTED

Managing Director

REDACTED

SUPPLIER'S CONTRACT MANAGER:

REDACTED

Client Director

REDACTED

PROGRESS REPORT FREQUENCY:

Monthly by the fifth Working Day of each calendar month

PROGRESS MEETING FREQUENCY:

Monthly by the tenth Working Day of each calendar month

SUPPLIER'S KEY STAFF:

The Supplier's key staff are detailed in Call-Off Schedule 7 (Key Supplier Staff)

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

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KEY SUBCONTRACTOR(S):

None.

COMMERCIALLY SENSITIVE INFORMATION:

The Supplier's Commercially Sensitive Information is detailed in Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS:

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels). The Service Credit Cap is: 10% of the invoice value for the Service Period in question.

The Service Period is: one Month

A Critical Service Level Failure is: Defined in Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES:

Not applicable

GUARANTEE:

Not applicable

SOCIAL VALUE COMMITMENT:

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Managing Director	Role:	Category Lead
Date:	31.07.2023	Date:	1 st August 2023

