

CALL-OFF CONTRACT/SERVICE ORDER

1. Lead/Customer Information	
Purchase Order to be issued under separate cover	
Lead/Customer Organisation Name	Cabinet Office
Assignment Reference:	Provision of Testing and Sifting for Cabinet Office - CCHR17B24
Purchase / Limit Order No:	
Lead/Customer Commercial Contact	
Name:	[REDACTED]
Contact Tel No:	[REDACTED]
Email:	[REDACTED]
Lead/Customer Organisation Work Manager	
Name:	[REDACTED]
Contact Tel. No:	[REDACTED]
Contact Address:	3rd Floor West Wing Trinity Bridge House 2 Dearmans Place Salford M3 5BS
Email:	[REDACTED]
Authorising Officer: (Sponsor/Budget Approver/Invoicing & timesheets)	[REDACTED]

2. Contractor Information	
Vendor (Supplier):	Cubiks Limited
Contact:	[REDACTED]
Contact Tel No:	[REDACTED]
Contact Address:	Ranger House, Walnut Tree Close, Guildford, Surrey, GU1 4UL, United Kingdom,
Email:	[REDACTED]
Key Personnel:	

3. Contractual Detail	
Framework Ref:	HMRC PS2013-Resourcing Services Framework Agreement
	The Conditions of the Call Off Contract will be based on or subject to the Framework Agreement Call Off Contract Template which references the Framework Agreement Terms and Conditions.
Special Terms and Conditions: e.g. overtime, expenses, travel & subsistence, notice period.	Contractor Intellectual Property Rights Notwithstanding anything in Clause D8 of the Framework Agreement (Intellectual Property Rights): (a) Subject to paragraph (c) below, all

	<p>Intellectual Property Rights, including but not limited to the Intellectual Property Rights in any IP Materials, which are</p> <p>(i) owned by Contractor prior to the relevant Call Off, and/or any modification or alteration thereof (“Contractor’s Pre-Existing IPR”) and/or (ii) prepared by or for the Contractor on behalf of the Client for use, or intended use, in relation to the performance by the Contractor of its obligations under the Contract (“Output”) shall remain the property of the Contractor. (b) In relation to IP Materials furnished or made available to the Contractor by the Client, the Client shall licence or procure a licence for the Contractor to use them solely in order to comply with its obligations under the relevant Call Off and the Contract. (c) Upon receipt of payment in full by the Client: (i) the Contractor will grant to the Client a periodic, nonexclusive, non-transferable licence to use the Contractor’s Pre-Existing IPR and the Output for the purpose of assessing its employees and/or potential employees to the extent necessary for the objectives set out in the relevant Call Off and on such financial and additional terms as may be set out in the Call Off or to be negotiated by the parties in good faith; (ii) the Client shall own the HR assessment reports and recommendations resulting from the Services pursuant to the relevant Call Off and the Client undertakes to use such reports and recommendations in accordance with the objectives described in the relevant Call Off.</p>
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4. Project Information	
Project Title:	Provision of Testing and Sifting for Cabinet Office - CCHR17B24
Primary Location: (including full address)	
Start Date:	11/01/2018
End Date:	10/01/2019

5. Commercial Detail			
Grand Total (£) exclusive of VAT:			£138,000.00

Monthly Invoices (unless states otherwise) relating to this Service Order should be sent to the Work Manager (provided at 1. above) by email in pdf format, unless otherwise indicated. If you are unable to email the invoice(s) then a hard copy by post will be acceptable. The invoice should quote the Purchase Order Number (and CD Reference).

Invoices received without a Purchase Order number may be rejected.

Please note that Limit Orders should not span financial years and where necessary requisitioners should take the appropriate steps to ensure that separate Limit Orders are created.

For and on behalf of:	Cabinet Office	For and on behalf of:	Cubiks Limited
Signature:		Signature:	
Name:		Name:	
Capacity:		Capacity:	
Date:		Date:	

Specification of Requirements / Role Description / Deliverables

The section below should be used to provide clear details relating to the requirements for delivery of the campaign/assignment. It should include, where appropriate, milestones / key deliverables with dates, and proposals for skills transfer.

Milestone	Description	Timeframe
1	Circulation amongst key FSET staff of suggested Project Plan for delivery	Within week 3 of Contract Award
2	Discussion with FSET staff and suppliers to test assumptions of plan and to finalise timeline	Within week 4 of Contract Award
3	Testing integration with FSET suppliers	Within week 6 of Contract Award
4	On-line tests integrated within FSET application for practice run	Within week 9 weeks of Contract Award

KPI/SLA	Service Area	KPI/SLA description	Target
1	On-line test	Tests will be available for candidates immediately upon making an application.	99 %
2	On-line test	Result to be available to FSET system within 4-6 hours.	99 %
3	Feedback	Automatically generated feedback available to FSET system within 4-6 hours.	99 %
4	MI	Ability to provide real time data as to candidate/campaign progress e.g number of candidates in each status (test completed, test started, test abandoned, browser closed)	99%
5	Online Test	Tests must be accessible for those candidates with a disability e.g compatible with JAWs software for visually impaired candidates.	99%

Pricing Matrix

Standard Framework Pricing Civil Service Resourcing Lot £ Commercially Available Tests

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]