**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 HR Support ST0239 Apprenticeship Training Services. Dated 22/12/2022.

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

| Order Number | CSR/170 |
| --- | --- |
| From | Cabinet Office (“Customer”) |
| To | Babington Business School (“Supplier”) |

1. CONTRACT PERIOD

| 1.1 | Commencement Date | 09/01/2023 |
| --- | --- | --- |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 08/01/2025 |

2. SERVICES REQUIRED

| 2.1 | Services Required.    APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | Provision of Apprenticeship Training and related Services.  3 x HR Support ST0239  York  Further additional requirements in Annex 1: The Services of the Contract Terms. |
| --- | --- | --- |

3. CONTRACT PERFORMANCE

| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | HR Support ST0239 Apprenticeship |
| --- | --- | --- |

| 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

| 4.1 | Contract Charges | Contract Charges = £13,500 excluding VAT, including extensions.  Please note this is the maximum contract value. This is a call off contract. The Authority reserves the right not to spend all of the budget.  **REDACTED TEXT under FOIA Section 43 Commercial Interests.** |
| --- | --- | --- |
| 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 | **REDACTED TEXT under FOIA Section 40, Personal Information** |

5. LIABILITY AND INSURANCE

| 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 which includes Appendix 1 to the Order Form (Special Terms Schedule).

For and on behalf of the Supplier:

| Name and Title | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| --- | --- |
| Date | 6th January 2023 |

For and on behalf of the Customer:

| Name and Title | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| --- | --- |
| Date | 30/01/2023 |