

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

### Order Form

CALL-OFF REFERENCE: CPD4126051

THE BUYER: Department for Levelling Up, Housing & Communities

BUYER ADDRESS: Ground Floor, Rosebrae Court, Woodside Ferry Approach,  
Birkenhead, CH41 6DU

THE SUPPLIER: Edenred (UK Group) Ltd

SUPPLIER ADDRESS: 50 Vauxhall Bridge Road, London, SW1V 2RS

REGISTRATION NUMBER: 00540144

DUNS NUMBER: 210186342

SID4GOV ID: N/A

#### CUSTOMER COMMERCIAL CONTACT

Name: <REDACTED> Position: Senior Procurement Advisor		
Telephone:	<REDACTED>	E-mail Address: <REDACTED>
Postal Address: Fry Building, 2 Marsham Street		
Town/City: London	Post Code: SW1P 4DF	

#### CUSTOMER ORDER CONTACT

Name:	<REDACTED>	Position:	HR Policy Team
Telephone:	<REDACTED>	E-mail Address:	<REDACTED>
Postal Address: Ground Floor, Rosebrae Court, Woodside Ferry Approach			
Town/City:	Birkenhead	Post Code:	CH41 6DU

#### CUSTOMER INVOICING CONTACT

Name:	CP2P team	Position:	
Telephone:		E-mail Address:	<REDACTED>
Postal Address: 4 <sup>th</sup> Floor, High Trees, Hillfield Road			
Town/City:	Hemel Hempstead	Post Code:	HP2 4XN

#### CUSTOMER DATA PROCESSING SECURITY OFFICER

Name:		Position:	Data Protection Officer
<REDACTED>			
Telephone:	<REDACTED>	E-mail Address:	<REDACTED>
Postal Address: Fry Building, 2 Marsham Street			
Town/City:	London	Post Code:	SW1P 4DF

## CUSTOMER DELIVERY ADDRESS FOR ANY GOODS

Postal Address: DLUHC, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead

Town/City: Merseyside

Post Code: CH41 6DU

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28/07/2023.

It's issued under the Framework Contract with the reference number **RM6133** for the provision of Employee Benefits.

CALL-OFF LOT(S): Lot 1: Employee Benefits.

### 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. *Joint Schedule 1(Definitions) RM6133*
3. *The following Schedules in equal order of precedence:*
  - *Joint Schedules for RM6133*
    - *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 8 (Guarantee)*
    - *Joint Schedule 9 (Minimum Standards of Reliability)*
    - *Joint Schedule 10 (Rectification Plan)*
    - *Joint Schedule 11 (Processing Data)*
    - *Joint Schedule 12 (Supply Chain Visibility)*
  - *Call-Off Schedules for RM6133*
    - *Call-Off Schedule 1 (Transparency Reports)*
    - *Call-Off Schedule 2 (Staff Transfer)*
    - *Call-Off Schedule 3 (Continuous Improvement)*
    - *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 20 (Call-Off Specification)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6133*

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**

The following Special Terms are incorporated into this Call-Off Contract:

1. Should the Deliverables under the Call-Off Contract include any of the following Services:
  - a) Financial Wellbeing;
  - b) Green Cars;
  - c) Payroll Giving; or
  - d) Cycle to work,as these Services constitute regulated financial activities or have other regulatory requirements, the Buyer will be required to sign an agreement directly with the Supplier's Subcontractor, being the provider of those Services, in addition to the Call-Off Contract, in a form to be agreed between the Buyer and the Subcontractor.

**CALL-OFF START DATE: 16 November 2023**

**CALL-OFF EXPIRY DATE: 15 November 2026**

**CALL-OFF INITIAL PERIOD: 3 years**

**CALL- OFF EXTENSION OPTION: 1 Year (until 15 November 2027)**

## CALL-OFF DELIVERABLES

**Online Employee Benefits Platform.** The Supplier shall provide an Online Employee Benefits Platform together with maintenance of the said platform to the Buyers to deliver the following benefits:

	Service	Description	Sub- contractor	Charges	YES/NO
<b>CORE BENEFITS</b>					
<b>Car</b>	<b>Green Car Scheme</b>	The Supplier shall provide a Green Car Scheme that provides access to the Public Sector Discounts available from car manufacturers, and include car insurance, servicing, maintenance, repair, and breakdown cover.	<REDACTED>	£	<b>NO</b>
<b>CCV</b>	<b>Childcare Voucher Scheme</b>	The Supplier shall provide childcare vouchers covering all types of childcare provision.	<REDACTED>	£	<b>YES</b>
<b>C2W</b>	<b>Cycle to Work Scheme</b>	The Supplier shall provide an HMRC approved Cycle-to-Work Scheme that includes the provision of cycles and cycle safety equipment supplied through approved cycle outlets nationwide. The scheme shall adhere to the Department of Transport Cycle to Work policy.	<REDACTED>	£	<b>YES</b>
<b>ED</b>	<b>Employee Discounts Scheme</b>	The Supplier shall provide employee discounts on a range of goods and services. These shall appeal to the diverse employee base of the Buyers and shall include branded high street names as well as local offers.	<REDACTED>	£	<b>YES</b>
<b>Gym 1</b>	<b>My Gym Discounts</b>	The Supplier shall provide a discounted gym memberships to cover gyms and leisure centres as well as exercise and fitness classes delivered through high street names, independent and local providers.	<REDACTED>	£	<b>NO</b>
<b>Gym 2</b>	<b>Gym Flex</b>	As above but, payroll deducted.	<REDACTED>	£	<b>NO</b>
<b>Payroll</b>	<b>Payroll Giving Scheme</b>	The Supplier shall provide an HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.	<REDACTED>	£	<b>YES</b>
<b>R&amp;R</b>	<b>Reward and Recognition Scheme – Compliments Select</b>	Compliments Select is a online reward platform that lets you issue almost any kind of reward, of any value.	<REDACTED>	£	<b>YES</b>
<b>Tech</b>	<b>Technology Smartphone Discount Scheme</b>	The Supplier shall provide technology and smartphone discounts to employees including discounts on the latest technology from leading manufacturers.	<REDACTED >	£	<b>NO</b>
<b>Well Being</b>	<b>Financial Wellbeing Scheme</b>	The Supplier shall provide an online financial education service and a range of products and services aimed at improving employees' financial well-being.	<REDACTED >	£	<b>NO</b>
<b>ADDITIONAL BENEFITS</b>					

<b>Dental</b>	<b>Dental Insurance</b>	The benefit gives employees access to a dental insurance policy, at corporate rates, to help make costly and essential dental treatment more affordable. The policy allows the employee to claim towards insured dental treatment from day one They are covered for pre-existing conditions, excluding mouth cancer, and they are covered for planned or pending treatment with their choice of NHS or private dentist. There are three levels of cover and partners or children can also be included.	<REDACTED>	£	<b>NO</b>
<b>Health 1</b>	<b>HealthiFlex (Health Screening)</b>	Corporate discounts on health assessments, delivered through a network of suppliers located nationally. Additional services to complement the scheme include but are not limited to digital GP services, virtual physio, nutrition and lifestyle coaching, and counselling.	<REDACTED>	£	<b>NO</b>
<b>Health 2</b>	<b>MyHealth Discounts</b>	As above, but non-payroll.	<REDACTED>	£	<b>NO</b>
<b>Additional</b>					

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£0**.

#### CALL-OFF CHARGES

£0 (Zero).

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

#### REIMBURSABLE EXPENSES

None.

#### PAYMENT METHOD

As set out in Section 17 of Call-Off Schedule 20 (Call-Off Specification).

BUYER'S INVOICE ADDRESS:  
<REDACTED>

CP2P Team, DLUHC,  
4th Floor, High Trees,  
Hillfield Road,  
Hemel Hempstead,  
HP2 4XN

BUYER'S AUTHORISED REPRESENTATIVE  
<REDACTED> HR Policy Team  
<REDACTED>

DLUHC, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead, Merseyside,  
CH41 6DU

BUYER'S ENVIRONMENTAL POLICY  
Available online at:

<https://www.gov.uk/government/collections/greening-government-commitments>

BUYER'S SECURITY POLICY  
Available online at:

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE  
<REDACTED>

Account Manager  
<REDACTED>  
50 Vauxhall Bridge Road  
London, SW1V 2RS

SUPPLIER'S CONTRACT MANAGER  
<REDACTED>

PROGRESS REPORT FREQUENCY  
<REDACTED>

PROGRESS MEETING FREQUENCY  
<REDACTED>

KEY STAFF  
<REDACTED>

KEY SUBCONTRACTOR(S)  
As above

COMMERCIALLY SENSITIVE INFORMATION  
Not applicable.

SERVICE CREDITS  
<REDACTED>

ADDITIONAL INSURANCES  
<REDACTED>

GUARANTEE  
<REDACTED>

SOCIAL VALUE COMMITMENT  
<REDACTED>

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	