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

**Order Form**

CALL-OFF REFERENCE: CCHR22A02

THE BUYER: Government Internal Audit Agency

BUYER ADDRESS **REDACTED**

THE SUPPLIER: Edenred (UK Group) Ltd

SUPPLIER ADDRESS: **REDACTED**

REGISTRATION NUMBER:00540144

DUNS NUMBER: **REDACTED**

SID4GOV ID:N/A

**CUSTOMER HR/COMMERCIAL CONTACT**

Name: **REDACTED** Position:

Telephone: **REDACTED** E-mail Address: **REDACTED**

Postal Address: **REDACTED**

Town/City: **REDACTED** Post Code: **REDACTED**

**CUSTOMER ORDER CONTACT**

Name: **REDACTED** Position: HR Manager

Telephone: **REDACTED** E-mail Address: **REDACTED**

Postal Address: **REDACTED**

Town/City: **REDACTED** **REDACTED**

**CUSTOMER INVOICING CONTACT**

Name: GIAA Finance Position:

Telephone: n/a E-mail Address: **REDACTED**

Postal Address: **REDACTED**

Town/City: **REDACTED** Post Code: **REDACTED**

**CUSTOMER DATA PROCESSING SECURITY OFFICER**

Name: **REDACTED** Position: Head of ICT, Estates, Security & Resilience

Telephone: **REDACTED** E-mail Address: **REDACTED**

Postal Address: **REDACTED**

Town/City: **REDACTED** Post Code: **REDACTED**

**CUSTOMER DELIVERY ADDRESS FOR ANY GOODS**

Postal Address: **REDACTED**

Town/City: **REDACTED** Post Code: **REDACTED**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1.04.2022

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

CALL-OFF LOT(S): Not applicable

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 5 (Pricing Details)
	+ Call-Off Schedule 6 (ICT Services)
	+ 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 12 (Clustering)
	+ Call-Off Schedule 13 (Implementation Plan and Testing)
	+ Call-Off Schedule 14 (Service Levels)
	+ Call-Off Schedule 15 (Call-Off Contract Management)
	+ Call-Off Schedule 16 (Benchmarking)
1. CCS Core Terms
2. 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:
	1. Financial Wellbeing;
	2. Green Cars;
	3. Payroll Giving; or
	4. 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.

[Any other changes to the Terms]

CALL-OFF START DATE: 1/04/2022

CALL-OFF EXPIRY DATE: 31/03/2025

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

CALL- OFF EXTENSION OPTION: **Up to 12 Months in the event that the framework optional extension is implemented**

CALL-OFF VALUE: £312,000.00 ex VAT

**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:

**REDACTED**

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

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

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

BACS

BUYER’S INVOICE ADDRESS:

As above

BUYER’S AUTHORISED REPRESENTATIVE

As above

BUYER’S ENVIRONMENTAL POLICY

**n/a**

BUYER’S SECURITY POLICY

**n/a**

SUPPLIER’S AUTHORISED REPRESENTATIVE

Account Manager

**REDACTED**

SUPPLIER’S CONTRACT MANAGER

**REDACTED**

Contracts Manager

**REDACTED**

PROGRESS REPORT FREQUENCY

Weekly project calls/meetings to coordinate implementation of the services

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Senior Project Manager: **REDACTED**

Senior Data Security Officer: **REDACTED**

KEY SUBCONTRACTOR(S)

As above

COMMERCIALLY SENSITIVE INFORMATION

Not applicable.

SERVICE CREDITS

Not applicable

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: | Director | Role: | HR Manager |
| Date: | 24.03.2022 | Date: | 22.03.2022 |