

APPENDIX 1**ORDER FORM****FRAMEWORK AGREEMENT (INSERT REF: YPO 1101 Framework - Occupational Health and Employee Assistance Programme)****FROM**

Contracting Authority/Customer	UK Health Security Agency
Address	UKHSA, 5th floor 10 South Colonnade London E14 5EA
Invoice Address	<div style="background-color: black; width: 180px; height: 15px; margin-bottom: 5px;"></div> Accounts Payable; UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648 Contact number for all invoice related queries: <div style="background-color: black; width: 230px; height: 15px; display: inline-block;"></div> <div style="background-color: black; width: 200px; height: 15px; margin-top: 5px;"></div>
Contact Ref:	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 130px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 165px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 240px; height: 15px; margin-bottom: 5px;"></div>
Order Number	C193076
Order Date	01/08/2023

TO

Supplier:	Kays Medical
Address:	1 Windward Drive Speke Liverpool L24 8QR

Contact Details	<div></div> <div></div> <div></div>
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1. TERM
1.1 Effective Date
1.1.1 This Contract shall commence on 01/08/2023
1.2 Expiry Date
1.2.1 This Contract will run for a period of twelve months until 31/07/2024 with the option to extend by a further period of twelve months.

2. SERVICES REQUIREMENTS
<div>2.1 Contract Services Required</div> <div>Occupational Health (OH) clinic to provide on-site support to the UKHSA Occupational Health team.</div> <div></div> <div></div> <div></div> <div></div> <div>Core service delivery including OH Physician management referrals</div> <div>Non- core service delivery to include</div> <div><ul style="list-style-type: none">• Reciprocal OH service for OHSWB Team members – preplacement and management referral assessments to avoid conflict of interest.• Travel Health medical assessments for RST / global Health pre deployment.• Smallpox vaccination clinics at Porton and Colindale (Dr administered only).• Quality provider who offers on site services and reports and records on the UKHSA OH record/portal system (not offered by other providers and supports seamless partnership working between the OH team and provider.• HR correspondence / calls / case conferences to support complex case management• Medicine management provides prescriber accountability to develop and oversee the Written instructions supporting the nurse team use to administer workplace and travel health vaccinations.• Responsible person for the UKHSA Yellow fever centres- Porton and Colindale• Complex case management support for cases of final stage hearings as per policy and Employment Tribunal.• Ill Health retirement applications.</div>

- Core service delivery OH Physio Case Manager
- Clinics support specialist workplace assessment consultations at the second level of the pathway following management referral to the in house Occupational Health portal for a workplace needs assessment.

3. PERFORMANCE OF THE CONTRACT SERVICES AND DELIVERABLES

3.1 Implementation Plan and Milestones (including dates for completion.)

On demand service to be agreed with the customer within 14 days of contract commencement.

3.2 Performance Monitoring

***Performance will be monitored by the milestones/key performance indicators set out in *(a) The Specification *(B) the Implementation Plan; or *(c) Point 3.1 above or any combination of the above.**

Performance will be monitored by the milestones/key performance indicators set out in The Specification
Frequent review meetings as required by the customer.

4. CALL-OFF TERMS AND CONDITIONS

4.1 Customers **must state** whether they are requiring any amendments to the Call- Off Terms and Conditions and if so these must be included in Appendix 3.

N/A

1. SPECIAL TERMS AND CONDITIONS

N/A

2. CONFIDENTIAL INFORMATION

6.1 The following information shall be deemed Commercially Sensitive Information or Confidential Information:

As defined by the Data Protection Act 2018 or its successor Acts.

6.2 Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information

As defined by the Data Protection Act 2018 or its successor Acts.

APPENDIX 2

PRICES FOR SERVICES

AS DETAILED IN THE ATTACHED PRICING SCHEDULE

CHARGES FOR SERVICES

Contract Charges / Daily Rates / Fees

Charging mechanism, price and Day Rates	£96,600 excluding VAT per annum				
Invoicing arrangements	<div></div> <p>Accounts Payable;</p> <p>UK Health Security Agency, Manor Farm Road,</p> <p>Porton Down, Salisbury, SP4 0JG</p> <p>UKHSA VAT No: GB888851648</p> <p>Contact number for all invoice related queries: <div></div></p> <div></div>				
Performance-related payment	N/A				
Travel and Subsistence	Mileage claimed at 0.45 pence per mile for any travel to sites not within London.				

APPENDIX 3

Not Used

APPENDIX 4

CALL-OFF TERMS AND CONDITIONS VARIATION FORM

CALL-OFF TERMS AND CONDITIONS FOR SERVICES

[Name of Lot]

No of Order Form being varied:.....

Variation Form No:.....

BETWEEN:

[] ("the Customer")

and

[] ("the Supplier")

1. The Order is varied as follows; [list details of the Variation]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Authorised to sign for and on behalf of the Customer

Signature

Date _____

Name in Capitals

Address

Authorised to sign for and on behalf of the Supplier

Signature _____

Date _____

Name in Capitals _____

Address

=====

APPENDIX 5

DATA SHARING AGREEMENT

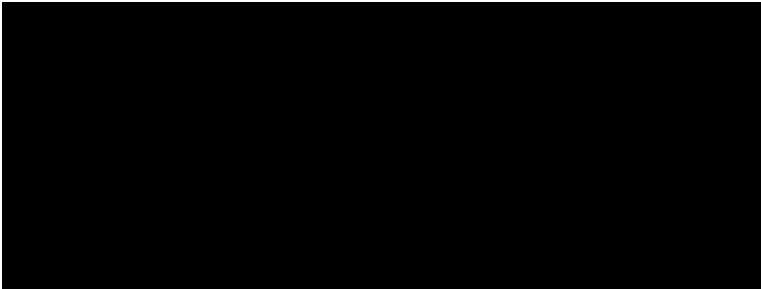
The contact details of the Relevant Authority's Data Protection Officer are:

[REDACTED]
[REDACTED]

ORDER FORM SIGNATORY PAGE

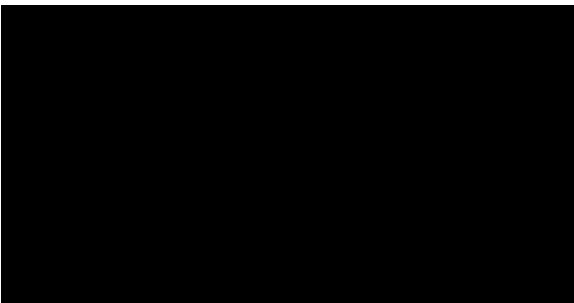
BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Order Form (together with where completed and applicable, the mini-competition order (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement entered into by the Supplier and YPO as dated below.

For and on behalf of the Supplier:



Date Signed: 26/07/2023

For and on behalf of the Customer:



Date Signed: 27/07/2023