

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 Apprenticeship Training Services Dated 06/07/2020.

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	To be completed post Contract Award
From	Cabinet Office ("Customer")
To	To be completed at Contract Award ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	Monday 6 July 2020
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	30 months after start date (6 July 2020 – 5 January 2023)

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATION APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD NUMBER OF STUDENTS	Innersummit Ltd We want to offer apprenticeships to all of our staff, including in the regions. This will be London primarily but may also include (but not limited to); Manchester, Newcastle, Leeds, Bristol, Liverpool, Nottingham, Sheffield & York Business Administrator – Level 3 (Standard) Up to 100 learners
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	CLASS BASED	Delivery method = blended mix of online/classroom based
	ADDITIONAL SERVICES	Additional services = we would like the option of using the provider for recruitment

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Business Administrator Level 3
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice
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4. PAYMENT

4.1	Contract Charges	Contract Charges = REDACTED TEXT Includes the cost of any subcontractors and the cost of an approved end point assessor.
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	1 Horse Guards Road, London, SW1A 2HQ

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause [] of the Contract Terms): 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.
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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.

For and on behalf of the Supplier:

Name and Title	REDACTED TEXT
Date	2 nd July 2020

For and on behalf of the Customer:

Name and Title	REDACTED TEXT
Date	18/06/2020