

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

Order Form

CALL-OFF REFERENCE:	CPD4122110
THE BUYER:	Department for Levelling Up, Housing and Communities
BUYER ADDRESS:	Fry Building, 2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Health Assured Limited
SUPPLIER ADDRESS:	The Peninsula, Victoria Place, Manchester, M4 4FB
REGISTRATION NUMBER:	6314620
DUNS NUMBER:	210071628
SID4GOV ID:	n/a

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 2 March 2022.

It's issued under the Framework Contract with the reference number RM6182 for the provision of Occupational Health, Employee Assistance Programmes and Eye Care Services.

CALL-OFF LOT(S):
Lot 3: Employee Assistance Programmes

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 and Interpretation) RM6182.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6182
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6182
 - 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 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 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6182
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above).

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

None.

CALL-OFF START DATE: **1 April 2022**

CALL-OFF EXPIRY DATE: **31 March 2025**

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

OPTIONAL EXTENSION PERIOD: **1 Year**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification).

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 **£72,261.09 (excluding VAT)**. *This figure is based on the estimated volumes provided at the time of the call-off. However, this Contract is demand led and therefore this figure may vary.*

CALL-OFF CHARGES

Headcounts: DLUHC – 3095. QEII – 42. Planning Inspectorate – 900.

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

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

BACS / Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with an appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which DLUHC cannot be held responsible.

BUYER'S INVOICE ADDRESS:

clginvoices@levellingup.gov.uk

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

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

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BUYER'S AUTHORISED REPRESENTATIVE

<REDACTED>

HR Policy Officer

<REDACTED>

First Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead CH41 6DU

BUYER'S ENVIRONMENTAL POLICY

Greening Government Commitments Annual Report [April 2020]

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf

BUYER'S SECURITY POLICY

Supplier to comply with requirements set out in Call-Off Schedule 9 - Security

SUPPLIER'S AUTHORISED REPRESENTATIVE

<REDACTED>

Corporate Relationship Manager

<REDACTED>

The Peninsula, Victoria Place, Manchester M4 4FB

SUPPLIER'S CONTRACT MANAGER

<REDACTED>

Corporate Relationship Manager

<REDACTED>

The Peninsula, Victoria Place, Manchester M4 4FB

PROGRESS REPORT FREQUENCY

On the last Working Day of each quarter.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

KEY STAFF

<REDACTED>

Corporate Relationship Manager

<REDACTED>

<REDACTED>

Head of Counselling

<REDACTED>

<REDACTED>

Head of Clinical Support

<REDACTED>

KEY SUBCONTRACTOR(S)

None

Framework Ref: RM6182

Project Version: v1.0

Model Version: v3.6

COMMERCIALLY SENSITIVE INFORMATION

Refer to Call-Off Schedule 5 (Pricing Details)

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

There is no Service Credit Cap.

The Service Period is: Quarterly.

A Critical Service Level Failure is: defined in Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Not applicable.

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

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