

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

Order Form No. 2

CALL-OFF REFERENCE:	
THE BUYER:	
BUYER ADDRESS	
THE SUPPLIER:	
SUPPLIER ADDRESS:	
REGISTRATION NUMBER:	
DUNS NUMBER:	
SID4GOV ID:	

CUSTOMER HR/COMMERCIAL CONTACT

CUSTOMER ORDER CONTACT

CUSTOMER INVOICING CONTACT

CUSTOMER DATA PROCESSING SECURITY OFFICER

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **12/05/2021**.

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)*]
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6133*
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: 01/04/2021

CALL-OFF EXPIRY DATE: 31/03/2022

Framework Ref: RM6133

Version 1

CALL-OFF INITIAL PERIOD: 1 year 0 months

CALL- OFF EXTENSION OPTION: 12 months 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	Price	YES/NO
CCV	Childcare Voucher Scheme	The Supplier shall provide childcare vouchers covering all types of childcare provision.		
C2W	Cycle to Work Scheme	The Supplier shall provide an HMRC approved Cycle-toWork 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.		
R&R	Reward and Recognition Scheme	The Supplier shall provide a Reward and Recognition Scheme covering a range of loyalty, Reward and Recognition awards. The awards shall be made through vouchers and gift cards covering a range of goods and services and shall include branded high street names as well as local offers as requested by the Buyer.		
Payroll	Payroll Giving Scheme	The Supplier shall provide a HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.		
ED	Employee Discounts Scheme	- 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.		
Gym	Discounted Gym Membership Scheme	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, independents and local providers.		
Tech	Technology Smartphone Discount Scheme	The Supplier shall provide technology and smartphone discounts to employees including discounts on the latest technology from leading manufacturers. P		
Well Being	Financial Wellbeing Scheme	The Supplier shall provide an on-line financial education service and a range of products and services aimed at improving employees' financial well-being.		
Car	Green Car Scheme	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.		

Dental	Dental Insurance	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 preexisting 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.		
Health	Health Cash Plan	Affordable alternative to private medical insurance.		
Medical	Private Medical Insurance	Health Insurance with unlimited online GP service.		
Dining	Dining Card	Discount card accepted at many restaurants in the UK – some up to 50% off.		
Additional				

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

CALL-OFF CHARGES

The following deliverables are all provided at nil cost:

REIMBURSABLE EXPENSES

[None]

PAYMENT METHOD

BUYER'S INVOICE ADDRESS:

BUYER'S AUTHORISED REPRESENTATIVE

BUYER'S ENVIRONMENTAL POLICY **n/a**

BUYER'S SECURITY POLICY **n/a**

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Version 1

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

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:

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Senior Data Security Officer:

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KEY SUBCONTRACTOR(S)

CYCLES TO WORK	
Cycle to Work	
Charity Giving	
Discounted Gym Membership	

COMMERCIALLY SENSITIVE INFORMATION

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SERVICE CREDITS

Not applicable

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:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	Role:	<div></div>
Date:	<div></div>	Date:	<div></div>