

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

### **Order Form**

CALL-OFF REFERENCE:	GSS24284 – UKSBS Employee Benefits
THE BUYER:	UK Shared Business Services (UKSBS)
BUYER ADDRESS:	Polaris House, North Star Avenue, Swindon SN2 1FF
THE SUPPLIER	Pluxee UK Limited
SUPPLIER ADDRESS:	The Park MK, Enigma, Ortensia Dr, Wavendon, Milton Keynes MK17 8LX
REGISTRATION NUMBER:	02680629
DUNS NUMBER:	771036464

#### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 30<sup>th</sup> July 2024

It's issued under the Framework Contract with the reference number CCS RM6273 for the provision of Employee Benefits for UK Shared Business Service.

CALL-OFF LOT(S):  
Not applicable

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**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) RM6273
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6273 Employee Benefits and Services**
    - 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 **RM6273 Employee Benefits and Services**
    - 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 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6273 Employee Benefits and Services**

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:

*Should the Deliverables under the Call-Off Contract include any of the following Services:*

- a) Financial Wellbeing;*
- b) Green Cars*
- c) Payroll Giving; or*
- d) Cycle to work,*

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*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.*

**CALL-OFF START DATE: 1<sup>st</sup> August 2024**

**CALL-OFF EXPIRY DATE: 31<sup>st</sup> July 2025, with the option to extend by 1 further year to 31<sup>st</sup> July 2026**

**CALL-OFF INITIAL PERIOD: 2 years, 0 months**

**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.

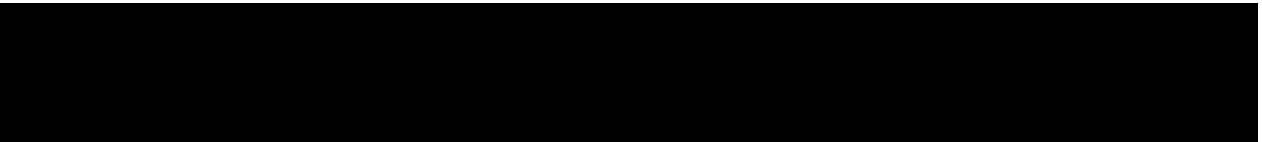
The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £19,612.50

**CALL-OFF CHARGES**

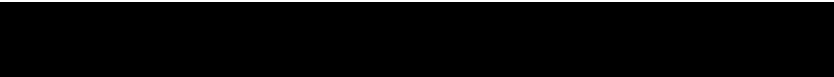
See details in Call-Off Schedule 5 (Pricing Details)]

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD****BUYER'S INVOICE ADDRESS:**

UK Shared Business Services (UKSBS)  
Polaris House, North Star Avenue, Swindon, SN2 1FF

**BUYER'S AUTHORISED REPRESENTATIVE**

Goods and Self Service Procurement

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable

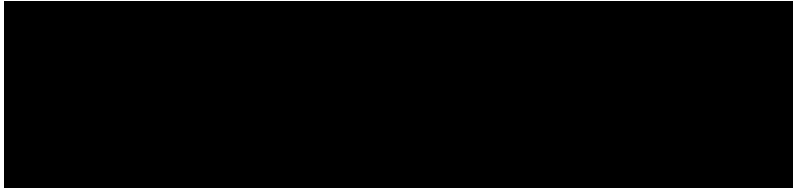
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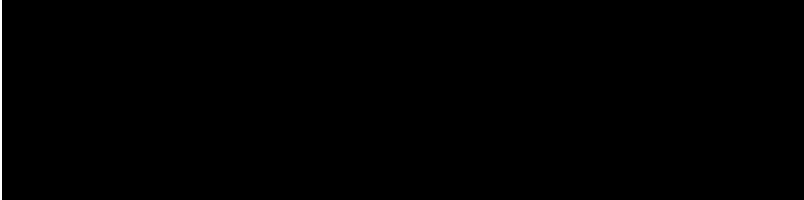
**BUYER'S SECURITY POLICY**

<https://www.ukpbs.co.uk/privacy-notice/>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**



**SUPPLIER'S CONTRACT MANAGER**



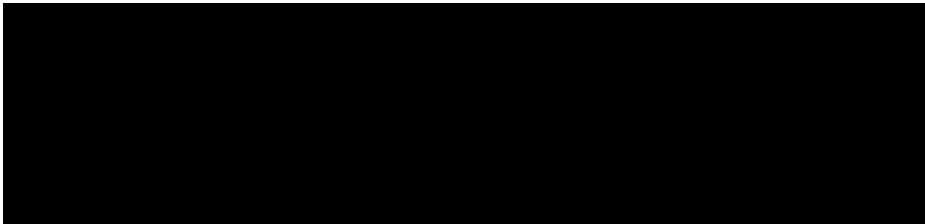
**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**



**KEY SUBCONTRACTOR(S)**



**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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