**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for CCIT22A56 Provision of HR Apprenticeship Training and Related Services.

The Supplier agrees to supply the 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

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| --- | --- |
| Order Number | CCIT22A56 |
| From | Cabinet Office (“Customer”) |
| To | Babington Business College Limited (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 17th April 2023 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 16th April 2025  Option to extend for up to two additional years (2+1+1) (extensions are subject to further financial approval) |

2. SERVICES REQUIRED

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| --- | --- | --- |
| 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  CLASS BASED  ADDITIONAL SERVICES | Please refer to Appendix 1- Statement of Requirements. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard | The Supplier shall be registered on the Education and Skills Funding Agency (ESFA) Register of Apprenticeship Training Providers (RoATP) |

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| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

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| --- | --- | --- |
| 4.1 | Contract Charges | £3,413,000.00 (exc VAT) including extensions.  The extension budget is up to £1,711,600.00 (exc VAT) per annuum for up to 2 years.  Please note this is the maximum contract value. This is a call off contract. The Authority reserves the right not to spend all of the budget. |
| 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 | Invoices should be submitted to: Cabinet Office PO Box 405, SSCL Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.  It is a requirement that a PO number should always be quoted on the invoice to ensure prompt payment. |

5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | 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. |

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 which includes Appendix 1 to the Order Form (Special Terms Schedule).

For and on behalf of the Supplier:

|  |  |
| --- | --- |
| Name and Title | **REDACTED TEXT under FOIA Section 40, Personal**  **Information** |
| Date |  |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | **REDACTED TEXT under FOIA Section 40, Personal**  **Information** |
| Date |  |