

RM6102 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 and related Services. Dated 30 January 2024.

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.

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| Order Number | CCDE23A14 - Lot 3 Level 4 Business Analyst ST0117 |
| From | The Cabinet Office 70 Whitehall London SW1A 2AS ("Customer") |
| To | BPP Professional Education Ltd 5th Floor, St James's Building, 79 Oxford Street, Manchester M1 6FQ ("Supplier") |

1. CONTRACT PERIOD

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| 1.1 | Commencement Date | 16 February 2024 |
| 1.2 | Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date) | Initial Term 3 years; Expiry date: 15 February 2027 Option to extend by two periods of one year |

2. SERVICES REQUIRED

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| 2.1 | Services Required: Apprenticeship training provider services / end point Assessor Services / Both. Location: | Apprenticeship training provider services and end point Assessor Services See Annex 1 in Contract Schedule 2 The Services for full services required. UK Wide |
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| Apprenticeship type and specific applicable institute for apprenticeships standard | Level 4 Business Analyst ST0117 |
| Number of students | To be confirmed |
| Class based | Various delivery options – see Annex 1 in Contract Schedule 2 The Services. |
| Additional services | See Appendix A Special Terms |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard | 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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| 3.1 | Quality Standards | <p>The Suppliers shall be registered on the Education and Skills Funding Agency (ESFA) Register of Apprenticeship Training Providers (RoATP) via the main application route and shall deliver the services in accordance with Apprenticeship funding and performance-management rules for Training Providers. Further information can be found at: https://www.gov.uk/guidance/apprenticeship-funding-rules</p> <p>The Suppliers shall have in place a financial strategy that is simple, clear and in line with Department for Education (formerly BIS/ESFA) funding rules. The full DfE rules can be found at: apprenticeship-funding-from-may-2017.</p> <p>The Suppliers shall select the End Point Assessment (EPA), from the Register of Apprentice Assessment Organisations (RoAAO). The list can be found at: https://www.gov.uk/guidance/register-of-end-point-assessment-organisations</p> |
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4. PAYMENT

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| 4.1 | Contract Charges | See Annex 1 Contract Charges of Contract Schedule 3. |
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| | | The total Contract value shall not exceed £11,250,000 (excluding VAT and any extension options) |
| 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 | To be confirmed by each Contracting Authority |

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 £1,000,000.00 for any one claim. Public Liability Insurance cover of £1,000,000.00 for any one claim. Employers Liability insurance cover of £5,000,000.00 for 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).

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| Order Number | CCDE23A14 |
| Signed - via DocuSign | |
| Supplier: <Supplier Sign & Date below (name & job title)> REDACTED TEXT under FOIA Section 40, Personal Information. | |
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| Order Number | CCDE23A14 |
| Signed - via DocuSign | |
| <div>Buyer:</div> <div><Commercial Sign & Date below (name & job title)</div> <div>REDACTED TEXT under FOIA Section 40, Personal Information.</div> | |
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