



DYNAMIC MARKETPLACE (DMP) CALL OFF CONTRACT

SERVICES REQUEST FORM

SECTION A – Department Details

This Services Request Form is issued in accordance with Clause 1.5 of Attachment 3 Statement of Requirement. The Supplier agrees to supply the Services specified on this form subject to the terms of Attachment 5 Terms and Conditions and Attachment 6 Assurance Schedule.

Important Notes

By completing this Services Request Form the Department's representative - the Single Point of Contact (SPOC) - as the customer is confirming that; all the appropriate internal governance - including assuring potential apprentices meet known eligibility criteria – is completed; and any financial approvals for any spend on the requested services have been obtained.

The Customer may be liable to reimburse the supplier for any costs incurred for work carried out against the Services Request form requirements, including for any works that are later cancelled by the customer.

Please complete a separate Service Request Form for each programme

DEPARTMENT TO COMPLETE

Department Purchase Reference	Ecm 66523	
From Department SPOC		
To Apprenticeship Programme Supplier	University of Cumbria	

SECTION B – Required Services; Timeline & Implementation; Invoicing; Department Sign-off; Service Charges

1. SERVICES & SERVICE PERIOD

1.1	Commencement Date (s) of required services: September 2022	the Services are required from
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2. SERVICES REQUIRED BY DEPARTMENT

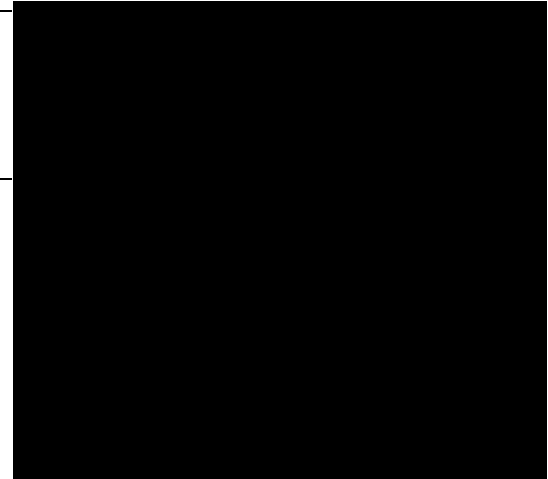
2.1	Services required: Chartered manager (degree) / Institute for Apprenticeships and Technical Education	<p>Give the full details of the potential apprentices on Annex A & send this to the supplier with the Services Request Form.</p> <p>Please complete a separate Services Request Form for each programme.</p> <p>The services must be specific to the provider.</p>
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3. IMPLEMENTATION PLAN OF SERVICES

3.1	Implementation Plan: Chartered manager (degree) / Institute for Apprenticeships and Technical Education enrolment dates September 2022 – end date July 2025	<p>If you have an implementation plan for the required services, include the timelines and details here</p> <p>Or</p> <p>State if you wish the Supplier to work with you to develop a draft implementation plan for your approval within 10 working days of their receipt of the Services Request form</p> <p>Or</p> <p>Where no Implementation Plan is required, select</p> <p>“Not applied”</p>
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4. INVOICING

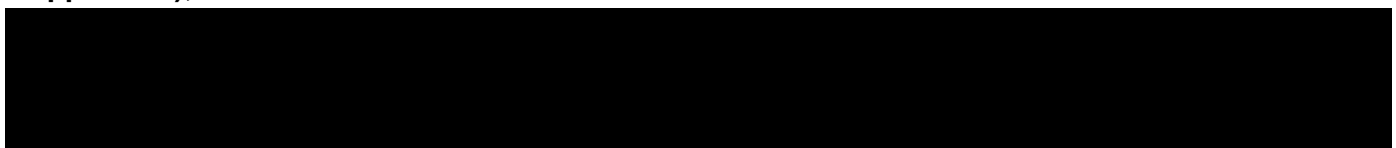
4.1	Customer billing address:
4.2	Name of and contact details of Finance contact



5. INDICATIVE COSTS

5.1	<p>Anticipated Costs</p> <p>[Redacted]</p> <p>[Redacted] £176,000</p> <p>Please see cost breakdown table at Annex B</p>	<p><i>The Call Off Contract Charges per Apprentice Programme are included in the CSL Apprenticeship Pricing Schedule document (not attached to this form).</i></p> <p><i>Department SPOC to complete this section with the expected total Service Request Charges based on the number of Apprentices requested per Programme.</i></p> <p><i>Also include in this section, as a separate figure, the available budget for any Additional Services. These costs will be agreed with the Supplier and confirmed in writing, once your requirements have been explored.</i></p>
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Send the Services Request Form direct to the required supplier (delete any that are not applicable);



6. SUPPLIER BREAKDOWN OF CHARGES

6.1	Services Charges (including any applicable discount(s), but excluding VAT):	<i>The Call Off Contract Charges per Apprentice Programme are included in the CSL Apprenticeship Pricing Schedule document (not attached to this form).</i> <i>SUPPLIER to complete this section with the total Service Request Charges based on the number of Apprentices requested per Programme.</i> <i>Also include in this section, as a separate figure, the Charges for any Additional Services. These costs must be agreed with the Departmental SPOC.</i>
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7. SIGN OFF - TO BE COMPLETED BY THE DEPARTMENTAL SPOC AND SUPPLIER REPRESENTATIVE ONCE COSTS HAVE BEEN AGREED

The supplier is signing below to confirm they are able to deliver the services requested in Annex A of this form and agree to the above Services Charges at 6.1 (where applicable) within the agreed timeframes.

The Departmental SPOC is signing below to confirm they have requested the services in Annex A of this form and agreed to the above Service Charges at 6.1 (where applicable) to be delivered within the agreed timeframes.

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.

Each party agree[s] to sign this Contract Order form by electronic signature (whatever form the electronic signature takes) and that this method of signature is as conclusive of our intention to be bound by this contract as if signed by each party's manuscript signature.

8. SUPPLIER USE ONLY

Apprenticeship Service Reference Number		SUPPLIER USE ONLY <i>Include AS reference number.</i>
Date received		SUPPLIER USE ONLY <i>Record the date the application received from the Department SPOC</i>
Date uploaded onto Apprenticeship Service		SUPPLIER USE ONLY <i>Record the date application details are uploaded onto the AS.</i>

Annex A – Template for full details of potential Apprentices

[illegible]

Annex B – confirmation of apprenticeship cost allocation

Funding Summary	
Development of original Programme	
Protective Clothing	
Equipment	
Initial Skills Assessment	
Enrolment	
University Induction	
Apprenticeship Training	
Teaching materials	
On Programme Assessment/reviews	
Blended Learning (Where used)	
English Functional Skills (to L2)	
Maths Functional Skills (to L2)	
Additional Learning Support (if needed)	
Exam Registration for mandatory qualifications	
Gateway Assessment	
End Point Assessment	
Licence to Practice (If relevant)	
Professional Registration	
First re-sit of Exam or End Point Re-takes	
Re-sit costs for a mandatory qualification, beyond first resit	
Travel Costs	
The recruitment of apprentice and apprentice wages	