

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

## Order Form

CALL-OFF REFERENCE: project\_7544

THE BUYER: Department for Education

BUYER ADDRESS Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

THE SUPPLIER: Edenred (UK Group) Ltd

SUPPLIER ADDRESS: 50 Vauxhall Bridge Road, London SW1V 2RS

REGISTRATION NUMBER: 00540144

DUNS NUMBER: 210186342

SID4GOV ID: N/A

### CUSTOMER HR/COMMERCIAL CONTACT

Name: <Redacted>	Position: <Redacted>
Telephone: <Redacted>	E-mail Address: <Redacted>
Postal Address: <Redacted>	
Town/City: <Redacted>	Post Code: <Redacted>

### CUSTOMER ORDER CONTACT

Name: <Redacted>	Position: <Redacted>
Telephone: <Redacted>	E-mail Address: <Redacted>
Postal Address: <Redacted>	
Town/City: <Redacted>	Post Code: <Redacted>

## CUSTOMER INVOICING CONTACT

Name:	Position:
Telephone:	E-mail Address: <Redacted>
Postal Address:	
Town/City:	Post Code:

## CUSTOMER DATA PROCESSING SECURITY OFFICER

Name: <Redacted> Position: <Redacted>	
Telephone: <Redacted>	E-mail Address: <Redacted>
Postal Address: <Redacted>	
Town/City: <Redacted>	Post Code: <Redacted> <b>CUSTOMER</b>
<b>DELIVERY ADDRESS FOR ANY GOODS</b>	
Postal Address: not applicable	
Town/City:	Post Code:

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **15/03/2023**. 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 8 (Business Continuity and Disaster Recovery)*
  - *Call-Off Schedule 9 (Security)*
  - *Call-Off Schedule 10 (Exit Management)*
  - *Call-Off Schedule 15 (Call-Off Contract Management)*
  - *Call-Off Schedule 16 (Benchmarking)*
  - *Call-Off Schedule 23 (Buyer's Environmental Policy)*
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: 01/04/2023  
CALL-OFF EXPIRY DATE: 31/03/2024  
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.	£ -	NO
C2W	Cycle to Work Scheme	The Supplier shall provide an HMRC approved Cycle-to-Work 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.	£ -	YES
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.	£ -	YES
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.	£ -	YES
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.	£ -	YES
Gym	Discounted Gym Membership Scheme	The Supplier shall provide a discounted gym memberships to cover gyms and leisure centres as well as exercise and	£ -	YES

		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	£ -	NO
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.	£ -	NO
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.	£ -	NO
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 pre-existing 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.	£ -	NO
Health	Health Cash Plan	Affordable alternative to private medical insurance.	£ -	NO
Medical	Private Medical Insurance	Health Insurance with unlimited online GP service.	£ -	NO
Dining	Dining Card	Discount card accepted at many restaurants in the UK – some up to 50% off.	£ -	NO

Reward and recognition voucher 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.

#### 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 **£427,800.00**

## CALL-OFF CHARGES

The following deliverables are all provided at nil costs:

- 1) Cycle to work scheme (C2W) - No charge to department
- 2) Payroll giving scheme (Give as You Earn) - No charge to department
- 3) Employee discount scheme - No charge to department
- 4) Salary Finance Education Hub – No charge to the Department

## REIMBURSABLE EXPENSES

[None]

## PAYMENT METHOD

BACS

## BUYER'S INVOICE ADDRESS:

<Redacted>

<Redacted>

## BUYER'S AUTHORISED REPRESENTATIVE

<Redacted>

<Redacted> <Redacted>

<Redacted>

## BUYER'S ENVIRONMENTAL POLICY

CT196 – Environmental Policy in Procurement. Appended at Call-Off Schedule 23

## BUYER'S SECURITY POLICY

The Short Form Security Requirements apply.

The Supplier may decline any aspect of the proposed scope and methods of a Buyer's security and/or audit requirements on the basis that it:  
includes any technical vulnerability or penetration testing of the Supplier's system;  
and/or  
may potentially breach Supplier's client confidentiality obligations; and/or  
is outside the scope of services provided to the Buyer under the Call-Off Contract.

For the purposes of the Contract the Staff Vetting Procedures, data security requirements, equality and diversity policy and environmental policy are found at the following address <https://www.gov.uk/government/organisations/department-for-education/about/procurement#equality-and-diversity-in-procurement>.

## SUPPLIER'S AUTHORISED REPRESENTATIVE

<Redacted>

## SUPPLIER'S CONTRACT MANAGER

<Redacted> <Redacted> [REDACTED]

[REDACTED]

## 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

<Redacted>

<Redacted>

#### KEY SUBCONTRACTOR(S)

Not applicable

#### COMMERCIALLY SENSITIVE INFORMATION

Not applicable

#### 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:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	<Redacted>	Role:	<Redacted>
Date:		Date:	