

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

## **Employee Assistance and Occupational Health Programme ITT C78519**

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## Order Form

CALL-OFF REFERENCE: C102326

THE BUYER: The Secretary of State for Health and Social  
Care acting as part of the Crown

BUYER ADDRESS 39 Victoria Street  
Westminster  
London  
SW1H 0EU

THE SUPPLIER: People Asset Management Limited

SUPPLIER ADDRESS: Holly House, 73 -75 Sankey Street,  
Warrington, England, WA1 1SL

REGISTRATION NUMBER: 05199107

DUNS NUMBER: 73-946-4670

SID4GOV ID: 739464670

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 15/09/2022  
It's issued under the Framework Contract with the reference number RM6182 for the  
provision Crown Commercial Service Framework Occupational Health, Employee  
Assistance Programmes and Eye Care Services

### CALL-OFF LOT(S):

Lot 1: Occupational Health and Employee Assistance Programmes, Fully Managed

### 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) RM6182.

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3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6182
  - 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 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for RM6182
  - Call-Off Schedule 2 (Staff Transfer)
  - Call-Off Schedule 3 (Continuous Improvement)
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 7 (Key Supplier Staff)
  - 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 15 (Call-Off Contract Management)
  - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.8)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6182

6. Call-Off Schedule 4 (Call-Off Tender)

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: 30/09/2022

CALL-OFF EXPIRY DATE: 29/09/2024

CALL-OFF INITIAL PERIOD: 2 years (24 months)

CALL-OFF EXTENSION PERIOD: 1 year (12 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.

Framework Ref: RM6182

Project Version: v1.0

Model Version: v3.6

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £75,000.00 ex VAT

**CALL-OFF CHARGES**

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

Redacted in line with Section 43 of The FOIA

The total contract value including extension period is a maximum of £307,000.00. All figures are exclusive of Value Added Tax.

Redacted in line with Section 43 of The FOIA

Total	£307,000.00 ex VAT
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**REIMBURSABLE EXPENSES**  
None

**PAYMENT METHOD**

On award of the contract the Authority will raise a purchase order for the service.

The PO number and Contract reference will be shared with the Supplier before works commence and must be stated on the invoice in order for payment to be made. Invoices must state the framework reference for each billed service.

Address for payment (all invoices shall be sent to the Authority addressed to:

Redacted in line with Section 40 of The FOIA

**BUYER'S INVOICE ADDRESS:**

Redacted in line with Section 40 of The FOIA

39 Victoria Street  
Westminster  
London  
SW1H 0EU

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted in line with Section 40 of The FOIA

39 Victoria Street  
Westminster

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London  
SW1H 0EU

### BUYER'S ENVIRONMENTAL POLICY

Available online at: [Environment Bill 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/environmental-policy)

### BUYER'S SECURITY POLICY

Available online at: [Security policy framework: protecting government assets - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/security-policy-framework-protecting-government-assets)

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted in line with Section 40 of the FOIA

Holly House, 73-75 Sankey Street, Warrington, WA1 1SL

### SUPPLIER'S CONTRACT MANAGER

Redacted in line with Section 40 of The FOIA

Holly House, 73-75 Sankey Street, Warrington, WA1 1SL

### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

### PROGRESS MEETING FREQUENCY

Monthly on the first Working Day of each month

### KEY STAFF

See Call-Off Schedule 7 (Key Supplier Staff)

### KEY SUBCONTRACTOR(S)

As set out in Joint Schedule 6 - Key Subcontractors

### COMMERCIALLY SENSITIVE INFORMATION

As set out in Joint Schedule 4 - Commercially Sensitive Information

### SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: as set out in Call-Off Schedule 14 (Service Levels).

The Service Period is: one Month

A Critical Service Level Failure is: a failure to meet a Red Service Level in accordance with Call-Off Schedule 14 (Service Levels).

### ADDITIONAL INSURANCES

Not applicable

### GUARANTEE

Insert Not applicable

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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)

Redacted in line with Section 40 of The FOIA

Date Signed:	29/09/2022	Date Signed:	05/10/2022
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