

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

Order Form

CALL-OFF REFERENCE:	C15644
THE BUYER:	Rural Payments Agency
BUYER ADDRESS	North Gate House, 21-23 Valpy Street, Reading, RG1 1AF
THE SUPPLIER:	Willis Limited
SUPPLIER ADDRESS:	3 Temple Quay, Temple Back East, Bristol, BS1 6DZ
REGISTRATION NUMBER:	181116
DUNS NUMBER:	21-032-0073
SID4GOV ID:	Not Applicable

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th January 2023.

It's issued under the Framework Contract with the reference number RM6020, Lot 1 for the provision of insurance brokerage services in respect of Motor Fleet.

CALL-OFF LOT(S):
RM6020 – Lot 1 Insurance Brokerage Services

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) RM6020
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6020 – available from appointed supplier**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for RM6020
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6020 – available from appointed supplier.

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

The following Special Terms are incorporated into this Call-Off Contract:

Willis Towers Watson Terms of Business Agreement – September 2022.



general-client-toba
-september-2022.pdf

Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary, the provisions of the CCS Insurance Framework Contract RM6020 will always take precedence.

CALL-OFF START DATE: 1st April 2023

CALL-OFF EXPIRY DATE: 31st March 2024

CALL-OFF INITIAL PERIOD: 1 Year

CALL-OFF DELIVERABLES

Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period commencing 26th January 2023 and ending 31st March 2024.

SERVICE SCHEDULE

RENEWAL

- Renewal questionnaires issued
- Programme Design
- Prepare presentations
- Insurer meetings
- Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM 6138.
- Checking insurers documentation and premiums

MID-TERM

- Policy checking and issue
- Day to day queries, alterations and administration
- Changes to legislation, market developments and the like which could affect your programme

CLAIMS HANDLING

- Direct Deal on claims
- Checking insurer issued “confirmed claims experiences”
- Production of claims experience prior to renewal

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



CALL-OFF CHARGES

Willis Limited are remunerated by way of an annual fee. The agreed annual fee for the services listed above is [REDACTED] which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis's reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

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However, the insurers for the policies for which Willis provide services for you will allow a brokerage of up to 3.5% of the total premium payable and Willis will retain such brokerage in full. Willis do not receive such brokerage where we earn income from Willis Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

Under the CCS framework, a management fee of 0.45% is payable in respect of the insurance premium and Willis broker fee. This will be subtracted from the Willis fee.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Cash

BUYER'S INVOICE ADDRESS:

[REDACTED]

RPA Travel

[REDACTED]

Sterling House, Exeter, EX11QA

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Category Lead

[REDACTED]

Nobel House, 17 Smith Square, London, SW1P 3JR

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Account Director

[REDACTED]

Willis Limited, 3 Temple Quay, Temple Back East, Bristol BS1 6DZ

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Executive Director

[REDACTED]

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

PROGRESS REPORT FREQUENCY

As and when required

PROGRESS MEETING FREQUENCY

As and when required

KEY STAFF

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Account Executive



Willis Limited, 3 Temple Quay, Temple Back East, Bristol BS1 6DZ

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

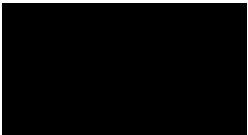
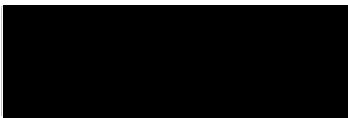


Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Account Director	Role:	Category Lead
Date:	20 th January 2023	Date:	31 st January 2023