

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 Services** dated 30th April 2019. This call off contract is for the **Provision of Level 4 Commercial Procurement and Supply Apprenticeship**.

The Supplier agrees to supply the 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. The Parties agree that Contract Schedule 7 (*Processing personal data and data subjects*) and Contract Schedule 8 (*Joint Controller Agreement*) are not applicable as each party acts as an independent data controller.

Order Number	DfT Reference: TRHR3249
From	Department for Transport Great Minster House 33 Horseferry Road London SW1P 4DR
To	SR Supply Chain Parkside House 190-192 Wigan Rd Euxton Preston PR7 6JW

1. CONTRACT PERIOD

1.1	Commencement Date	1 February 2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	<p>This contract award is for duration of the Level 4 Commercial Procurement & Supply apprenticeship (ST0313) including end point assessment (EPA) – up to 21-months including EPA.</p> <p>The contract will include the irrevocable Authority Option to enrol [REDACTED] apprentices on an annual basis within a 1-year period initially (up to 01 February 2024), with the option to extended by a further 1 year (contract length: 1 + 1 years). This is subject to written notice and the candidate's application being accepted by the provider and that eligibility requirements are met. The contract will be in place to cover the duration of the apprentices learning and completion of their EPA.</p>

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p>	<p>Both services – duration of apprenticeship programme and end point assessment (EPA)</p> <p>Blended delivery / virtual delivery / Flexible Delivery</p>
	<p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>L4 Commercial 9Procurement and Supply apprenticeship ST0313</p> <p>Duration – up to 21-months including EPA.</p> <p>Contract award is based on enrolling [REDACTED] learners from 01/02/2023 up until 01/02/2024, with the possibility to extend by a further year and an additional [REDACTED] learners until 01/02/2025. Onboarding further learners is subject to written confirmation and that the individual's application is accepted by the provider and eligibility requirements met.</p> <p>Blended / Flexible / Virtual Delivery</p> <p>None</p>

3. CONTRACT PERFORMANCE

3.1	<p>Required Apprenticeship Standard [ie the required apprenticeship course]</p>	<p>L4 Commercial Procurement & Supply ST0313</p>
3.1	<p>Quality Standards</p>	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice</p>

4. PAYMENT

4.1	Contract Charges	<p>Apprenticeship levy services funded by ESFA up to potential total contract value of £360,000</p> <p>[REDACTED]</p> <p>Potential breakdown of costs for the first year and [REDACTED]</p> <ul style="list-style-type: none"> For the first 1-year - [REDACTED] = £180,000 <p>Total potential cost for the first year of the contract: £180,000</p> <p>If +1 year extension with a further uptake of [REDACTED] apprentices applied then the cost would be;</p> <ul style="list-style-type: none"> Year 2 up to [REDACTED] £180,000 <p>Potential full value of the contract if +1 year extension is applied; £360,000</p> <p>Top up for fees in excess of ESFA band: N/A</p> <p>Additional extra services: additional costs not covered through the levy (i.e. exam fees, resits, professional membership) to be charged on a case by case basis in accordance with the tendered price</p>
		<p>Includes the cost of any subcontractors and the cost of an approved end point assessor through an EPAO.</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules. Customer to ensure it has set up its ESFA Digital Account correctly.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	<p>Apprenticeship Service account - email Apprenticeships@dft.gov.uk to initiate process.</p> <p>Great Minster House, 33 Horseferry Road, London, SW1P 4DR</p>

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	Professional Indemnity Insurance cover of £1 million any one claim. Public Liability Insurance cover of £1 million any one claim. Employers Liability insurance cover of £5 million 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.

For and on behalf of the Supplier:

Name and Title	
Date	12/07/2022

For and on behalf of the Customer:

Name and Title	 – Commercial Relationship Manager
Date	06/12/2022