

## 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 Level 4 Commercial Procurement and Supply Apprenticeship dated 01 December 2022.

The Supplier agrees to supply the Goods and/or 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

Order Number	K280021942
From	Driver and Vehicle Standards Agency ("Customer")
To	Encompass Consultancy Ltd ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	03/01/2023
1.2	Expiry Date	02/07/2026  This is the last date for enrolment onto the apprenticeship. The apprenticeship delivery is to be supported until completion of the programme and into EPA.

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION          APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Level 4 Commercial Procurement and Supply Apprenticeship   Training Provider and End Point Assessor services required.   Online via MS Teams       Level 4 Commercial Procurement and Supply Apprenticeship ST0313
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	NUMBER OF STUDENTS	Estimated 10 apprentices over the contract period (this is not a commitment from the Customer).
	CLASS BASED	Online via Teams
	ADDITIONAL SERVICES	Monthly MI Report (RAG status) and progress meetings

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 4 Commercial Procurement and Supply Apprenticeship ST0313
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	Level 4 Commercial Procurement and Supply Apprenticeship Contract Charges = £85,500 (this is not a commitment from the customer).  Contract Charges comprises: Levy services funded by ESFA £8,550 per apprentice x 10 apprentices is £85,500; Top up for fees in excess of ESFA band £0; Additional extra services £0 Includes the cost of any subcontractors and the cost of an approved end point assessor.
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules.

		Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	XXXX redacted under FOIA 40

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause 25 of the Contract Terms): 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	XXXX redacted under FOIA 40, Commercial Director
Date	01/12/2022

For and on behalf of the Customer:

Name and Title	XXXX redacted under FOIA 40, Senior Commercial Category Manager
Date	02/12/2022