

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

Order Form

CALL-OFF REFERENCE:	CPU 6053
THE BUYER:	Nottingham City Council
BUYER ADDRESS	Loxley House, Station Street, Nottingham, NG2 3NG
THE SUPPLIER:	Sodexo Motivations Solutions UK Ltd
SUPPLIER ADDRESS:	Avalon House, Breckland, Linford Wood, MK13 7FB.
REGISTRATION NUMBER:	02680629
DUNS NUMBER:	771036464
SID4GOV ID:	

Framework Ref: RM6255 Voucher Schemes

Project Version: v1.0

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Model Version: v3.8

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APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19th April 2023.

It's issued under the Framework Contract with the reference number RM6255 for the provision of Voucher Schemes.

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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) RM6255
3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6255

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- 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)
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- Call-Off Schedules for RM6255

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- Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services)
 - 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 12 (Clustering)~~
 - 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 16 (Benchmarking)
 - ~~○ Call-Off Schedule 17 (MOD Terms)~~
 - ~~○ Call-Off Schedule 18 (Background Checks)~~
 - ~~○ Call-Off Schedule 19 (Scottish Law)~~
 - ~~○ Call-Off Schedule 20 (Call-Off Specification)~~
 - ~~○ Call-off Schedule 21 (Northern Ireland Law)~~
 - ~~○ Call-Off Schedule 23 (HMRC Terms)~~
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4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6125

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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:

None

CALL-OFF START DATE: 01/05/2023

CALL-OFF EXPIRY DATE: 01/05/2025

CALL-OFF INITIAL PERIOD: 2 years

CALL-OFF DELIVERABLES

Service	Description	Price
Voucher Services	The Supplier shall deliver a fully managed Closed Loop Voucher Scheme, comprising of the design and implementation of schemes including the provision of an Online Ordering Platform, granting the Buyer access to a comprehensive suite of services and functionality, supporting the sourcing, distribution, administration and customer support.	£0 - No Fees. eCodes ordered will be charged at 98.8% to reflect 1.2% discount on the face value (e.g. an eCode of £100 will cost £98.80)

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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is 4 million pounds Estimated Charges in the first 12 months of the Contract.

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CALL-OFF CHARGES

Option B and Call-Off Schedule 5 instead. See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Michelle Charnley

Business Support Manager

Michelle.Charnley@nottinghamcity.gov.uk

Nottingham City Council

Loxley House

Station Street

Nottingham

NG2 3NG

BUYER'S AUTHORISED REPRESENTATIVE

Lee Kimberley

Head of Service

Lee.Kimberley@nottinghamcity.gov.uk

Nottingham City Council

Loxley House

Station Street

Nottingham

NG2 3NG

BUYER'S ENVIRONMENTAL POLICY

Available online at: <https://www.nottinghamcity.gov.uk/>

BUYER'S SECURITY POLICY

Available online at: <https://www.nottinghamcity.gov.uk/>

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SUPPLIER'S AUTHORISED REPRESENTATIVE

Roger Gwynn

Client Services Manager

Roger.Gwynn@sodexo.com

Avalon House, Breckland, Linford Wood, MK13 7FB.

SUPPLIER'S CONTRACT MANAGER

Jacquie Mills

Head of Programme Delivery

Jacquie.mills@sodexo.com

Avalon House, Breckland, Linford Wood, MK13 7FB.

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Lindsay McAllister

Customer Success Lead

Lindsay.mcallister@sodexo.com

Avalon House, Breckland, Linford Wood, MK13 7FB.

KEY SUBCONTRACTOR(S)

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

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A Critical Service Level Failure is: inability to procure food vouchers to vulnerable children and citizens

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

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).



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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	Graham James	Name:	Lee Kimberley
Role:	Commercial Director	Role:	Head of Sold Services to Schools
Date:	18 th April 23	Date:	24.04.23

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[Buyer guidance: execution by seal / deed where required by the Buyer].