



Order Form

This Order Form is dated 02/01/24 ("Commencement Date") and entered into between Folkestone and Hythe District Council ("Client"), whose registered office is at Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY and Ideagen Gael Ltd ("Ideagen" or "Company"), whose registered office is at Unit 16 Arx House James Watt Avenue, East Kilbride, Glasgow, Scotland, G75 0QD. The Company and the Client may hereafter be referred to each individually as a "Party" or collectively as the "Parties."

Roles, Responsibilities & Contacts

[Redacted] will manage the business relationship and be the individual through which arrangements are made.

The Company will provide the Services and/or Products set out in this Order Form only upon formal execution of this Order Form.

The key contact for the Client is [Redacted] and others as advised by Client from time to time.

Products and Services

Description of Products and/or Services	Duration	Quantity	Total Fees
Course Builder (3-5) March 2024 – November 2024	8 Months	1	[Redacted]
Ideagen WorkRite November 2024 – November 2025	Year 1	1	
Course Builder (3-5)		1	
Ideagen WorkRite November 2025 – November 2026	Year 2	1	
Course Builder (3-5)		1	
Ideagen WorkRite November 2026 – November 2027	Year 3	1	
Course Builder (3-5)		1	
Ideagen WorkRite November 2027 – November 2028	Year 4	1	
Course Builder (3-5)		1	
Ideagen WorkRite November 2028 – November 2029	Year 5	1	
Course Builder (3-5)		1	

Initial Period

As specified above

Data Hosting Location

Microsoft Azure (UK)

Folkestone and Hythe District Council
Order Form valid until 19th January 2024



Software and Service Usage Limits

530 licenses

Client Billing Information

Billing Contact	
Billing Address	
Accounts Payable Email	
Accounts Payable Contact Number	
Payment Portal (if applicable)	
Payment Portal Email (if applicable)	
VAT/Sales Tax Number	
PO number (if applicable)	

Payment Terms

Invoices shall be payable within 90 days from the date on which the invoice is issued.

All Services are due from the Commencement Date. Services must be utilised within 12 months from the Commencement Date. Services that are not utilised within the 12-month period, cannot be carried over or refunded and will automatically expire after 12 months.

Extension and Variation

This order form provides a fixed price for the extension of your WorkRite system for a further 5 years at the pricing stated above.

In addition to the current WorkRite agreement, this includes the addition of the Course Builder package, with the option of creating and hosting up to 5 x additional courses for Folkestone colleagues. Course Builder enables the bespoke creation of e-learning courses to be hosted within WorkRite, that can run alongside your other 10 x subscribed courses. Course Builder enables customisation to the current Ideagen produced courses, and production of 5 x additional stand alone courses, being able to make adjustments including but not limited to; audio, tests, assessments and course rulings. The course builder tool will support the organisation create and content for employees that is specific to Folkestone and Hythe Council, such as induction courses, emergency planning, or other bespoke education requirements across the organisation.

Summary of Fees

The Fees for the Initial Period will be as follows (excluding VAT and other Taxes where applicable):

Software	
Services	
Support	
Total Fees	£41,494.50

All Fees exclude any required expenses incurred for travel, accommodation, and subsistence. These will be invoiced using the same PO number, unless advised otherwise.

Terms & Conditions

This Order Form is governed by and incorporates the Ideagen group standard MSSA available at <https://www.ideagen.com/legal-terms>.

Folkestone and Hythe District Council
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SIGNED by a duly authorised representative of each Party:

Ideagen Gael Ltd

Signature: [Redacted] -----

Name: [Redacted] -----

Position: Sales Director -----

Date: 16/1/2024 -----

Client

Signature: [Redacted] -----

Name: [Redacted] -----

Position: OD & Engagement Lead -----

Date: 16/1/2024 -----