This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Contractor’s contact details.

|  |  |  |
| --- | --- | --- |
| **1.** | **Buyer** | The Insolvency Service (the Buyer)Whose offices are at: 16th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ |
| **2.** | **Contractor** | Name: Controlaccount PLC (the Contractor)Address: Compass House, Waterside, Hanbury Road, Bromsgrove, B60 4FDRegistration Number: 02765607 |
| **3.** | **Contract** | This Contract between the Buyer and the Contractor is for the supply of the Deliverables.This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference 2019/S 198-481416 (OJEU Contract Notice). |
| **4.** | **Contract Reference** | TIS0492 |
| **5.** | **Deliverables** | The Agency wishes to procure ‘tracing agents’ to assist with making contact with and ascertaining whether or not directors and bankrupts are present at a specific address Nationwide or Internationally when conducting enquiries and investigations in insolvency cases.See Schedule 1 for further details on the deliverables.  |
| **6.** | **Start Date** | 18th December 2020 |
| **7.** | **End Date** | 17th December 2022 for initial period. |
| **8.** | **Extension Period** | The Buyer reserves the right to extend the contract by two further periods of 12 months after the initial period. |
| **9.** | **Incorporated Terms**(together these documents form ‘the Contract’) | The following documents are incorporated into the Contract. If the documents conflict, the following order of precedence applies:1. This Award Form
2. Any Special Terms (see **Section 10** **Special Terms** in this Award Form)
3. Standard Terms and Conditions for Goods and Services
4. Other Schedules (in equal order of precedence):

**Schedule 1 – Deliverables****Schedule 2 – Rate Card****Schedule 3 – Commercially Sensitive Information [If Required]****Schedule 4 – Service Levels****Schedule 5 – Insurances**1. Tender submission (as Annex A) as long as any part of the Tender that offers a better commercial position for the Buyer takes precedence over the documents above
 |
| **10.** | **Special Terms** | N/A |
| **11.** | **Social Value Commitment** | N/A |
| **12.** | **Commercially Sensitive Information** | Not applicable |
| **13.** | **Charges and Contract Value** | The Rate Card for this service is included within Schedule 2. |
| **14.** | **Reimbursable Expenses** | As per the Rate Card attached at Schedule 2. |
| **15.** | **Payment Method** | **Monthly via BACS** |
| **16.** | **Service Levels** | Details on the agreed Service Levels are attached in Schedule 4. |
| **17.** | **Insurance** | Details on the agreed Insurances are attached in Schedule 5. |
| **18.** | **Liability** | In accordance with Clause 38 of the Standard Terms and Conditions each Party’s total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 125% of the Estimated Yearly Charges. |
| **19.** | **Cyber Essentials Certification** | Not Required |
| **20.** | **Progress Meetings and Progress Reports** | * The Contractor shall attend Progress Meetings with the Buyer every quarter.
* The Contractor shall provide the Buyer with Progress Reports every month.
 |
| **21.** | **Guarantee** | N/A |
| **22.** | **Contractor Contract Manager** | REDACTED |
| **23.** | **Contractor Authorised Representative** | REDACTED |
| **24.** | **Key Sub-contractors** | **Key Sub-contractor 1**Name: A.S.H. (UK) Process Servers LimitedRegistration Number: 06501289Role of Sub-contractor: Process Serving and Field Tracing |
| **25.** | **Buyer Authorised Representative** | REDACTED |

|  |  |
| --- | --- |
| For and on behalf of the Contractor: | For and on behalf of the Buyer: |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Job Title: | REDACTED | Job Title: | REDACTED |
| Date: | 18/12/2020 | Date: | 18/12/2020 |