

[Subject to Contract]

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The Short Form Contract

SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES

I. Cover Letter

MHP Group Limited
60 Great Portland Street
London
W1W 7RT

Attn: [REDACTED]
By email to: [REDACTED]

Date: **05/06/2023**
Our ref: **con_4262**

Dear [REDACTED]

Following your tender/proposal for the supply of **GBN Communications Programme – Phase 1** to the **Department for Energy Security & Net Zero**, we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the **Annexes** set out the terms of the Contract between **The Secretary of State for Department for Energy Security & Net Zero** and MHP Group Limited for the provision of the Deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of this Contract by signing and returning the Order Form to within **3** days from the date of the Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number(s) above in any future communications relating to this Contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

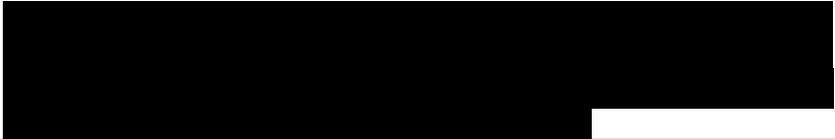
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II. Order Form

1. Contract Reference	con_4262	
2. Buyer	The Secretary of State for Department for Energy Security & Net Zero, 1 Victoria Street, London SW1H 0ET	
3. Supplier	MHP Group Limited, <i>60 Great Portland Street, London, W1W 7RT</i>	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p>	
5. Deliverables	Goods	<p>Description: as set out in Annex 2 – Specification and in the Supplier's tender as set out in</p> <p>Annex 4 – Supplier Tender.</p> <p>The Goods are to be Delivered in accordance with the following instructions:</p> <p>Delivery Address: [REDACTED]</p> <p>[REDACTED]</p>
	Services	<p>Description: as set out in Annex 2 – Specification and in the Supplier's tender as set out in</p> <p>Annex 4 – Supplier Tender</p> <p>[REDACTED]</p>
6. Specification	<p>The specification of the Deliverables is as set out in Annex 2 – Specification and in the Supplier's tender as set out in</p> <p>Annex 4 – Supplier Tender</p>	

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7. Start Date	05/06/2023
8. Expiry Date	04/08/2023
9. Extension Period	<p>The Buyer may extend the Contract for a period of up to 1 Month by giving not less than 5 Working Days' notice in writing to the Supplier prior to the Expiry Date. The Conditions of the Contract shall apply throughout any such extended period.</p> 
10. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable
11. Charges	<p>The Charges for the Deliverables shall be as set out in Annex 3 – Charges and the Supplier's tender as set out in Annex 4 – Supplier Tender.</p>
12. Payment	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: </p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made via bank transfer to MHP Group Limited.</p> <p>Payment to be made on delivery and sign off of Deliverables by Buyer's Authorised Representative.</p>

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<p>13. Data Protection Liability Cap</p>	<p>In accordance with clause [REDACTED] of the Conditions, the Supplier's total aggregate liability under clause [REDACTED] of the Conditions is no more than the Data Protection Liability Cap, being [REDACTED]</p>			
<p>14. Progress Meetings and Progress Reports</p>	<p>The Supplier shall attend progress meetings with the Buyer every as and when the Buyer requests. These will be held virtually.</p>			
<p>15. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be [REDACTED]</p>			
<p>16. Supplier Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be [REDACTED] or, in their absence, [REDACTED]</p>			
<p>17. Address for notices</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Supplier:</p> <p>[REDACTED]</p> <p>Attention: Chief Financial Officer</p> <p>Email: [REDACTED]</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Buyer:</p> <p>[REDACTED]</p> <p>Attention: Communications and Stakeholder Engagement Director</p> <p>Email: [REDACTED]</p> </td> </tr> </table>	<p>Supplier:</p> <p>[REDACTED]</p> <p>Attention: Chief Financial Officer</p> <p>Email: [REDACTED]</p>	<p>Buyer:</p> <p>[REDACTED]</p> <p>Attention: Communications and Stakeholder Engagement Director</p> <p>Email: [REDACTED]</p>	
<p>Supplier:</p> <p>[REDACTED]</p> <p>Attention: Chief Financial Officer</p> <p>Email: [REDACTED]</p>	<p>Buyer:</p> <p>[REDACTED]</p> <p>Attention: Communications and Stakeholder Engagement Director</p> <p>Email: [REDACTED]</p>			
<p>18. Key Staff</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Key Staff Role:</p> <p>Head of Studio Executive Chairman</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Key Staff Name:</p> <p>[REDACTED]</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Contact Details:</p> <p>[REDACTED]</p> </td> </tr> </table>	<p>Key Staff Role:</p> <p>Head of Studio Executive Chairman</p>	<p>Key Staff Name:</p> <p>[REDACTED]</p>	<p>Contact Details:</p> <p>[REDACTED]</p>
<p>Key Staff Role:</p> <p>Head of Studio Executive Chairman</p>	<p>Key Staff Name:</p> <p>[REDACTED]</p>	<p>Contact Details:</p> <p>[REDACTED]</p>		

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<p>19. Procedures and Policies</p>	<p>For the purposes of the Contract:</p> <p>If and when requested by the Buyer, the Supplier agrees that it will submit any person employed or engaged by the Supplier or its subcontractors to the Buyer's security vetting procedure. The Supplier further agrees that any individual who refuses to submit to such vetting procedure or does not attain the clearance required by the Buyer, will not carry out any work/Services on the Contract which the Buyer certifies as suitable only for people who have passed its security vetting procedure.</p> <p>The Buyer's security / data security requirements are: HMG Security Policy Framework, Version 1.1 – May 2018, available online at: https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework</p>
<p>20. Special Terms</p>	<p>N/A</p>
<p>21. Incorporated /terms</p>	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> a) The cover letter from the Buyer to the Supplier dated 05/06/2023 b) This Order Form c) Any Special Terms (see row 20 (Special Terms) in this Order Form) d) Conditions e) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> i. Annex 1 – Processing Personal Data ii. Annex 2 – Specification iii. Annex 3 – Charges f)

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	g) Annex 4 – Supplier Tender , unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: [REDACTED] Chief Financial Officer	Name: [REDACTED] Communications and Stakeholder Engagement Director
Date:	Date:
Signature:	Signature:

III. Annex 1 – Processing Personal Data**A. Part A - Authorised Processing Template**

Contract:	GBN Communications Programme – Phase 1
Date:	05/06/2023
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	The Buyer is the Controller and the Supplier is the Processor
Subject matter of the processing	Buyer's staff names, work email addresses and work contact numbers. No personal data is expected to be collected or processed as part of this Contract.
Duration of the processing	05/06/2023 – 04/08/2023 (or 03/09/2023 if the Buyer executes their option to extend).
Nature and purposes of the processing	No personal data is expected to be processed as part of this Contract. The purpose of any data processing required is to collect information in order to fulfil the deliverables of this Contract.
Type of Personal Data	N/A - No personal data is expected to be collected or processed as part of this Contract.
Categories of Data Subject	Buyer's staff details.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	Any data is expected to be deleted from the Supplier's systems on completion of the Contract.
Locations at which the Supplier and/or its Subcontractors process Personal Data under this Contract	N/A - No personal data is expected to be collected or processed as part of this Contract.

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Protective Measures that the Supplier and, where applicable, its Subcontractors have implemented to protect Personal Data processed under this Contract against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	No personal data is expected to be collected or processed as part of this Contract.
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B. Part B – Joint Controller Agreement – Not Used

C. Part C – Independent Controllers - Not Used

IV. Annex 2 – Specification

GBN Communications Phase 1 Specification

WEBSITE DEVELOPMENT SPECIFICATION

This phase of work would include the following to be ready to use **from mid/third week of June**. The main elements would be:

Develop the current pages of the GBN section on the Gov.UK website - [Great British Nuclear](#) -

[GOV.UK \(www.gov.uk\)](#) – along the lines of the [Nuclear Waste Services - GOV.UK \(www.gov.uk\)](#)

website so that the content includes as below. This will mean writing copy, designing pages and getting it ready for:

- Introduction to GBN
- Who we are
- Our mission and why it matters
- The SMR process
- Technical selection competition. This section to include a form for entrants to engage with us.
- Site selection process
- Q&As, divided between
- Overall Q&As
- Technical selection Q&As
- News updates and how to follow us.
- Materials Hub
- Contact us.

FURTHER MATERIALS REQUIRED:

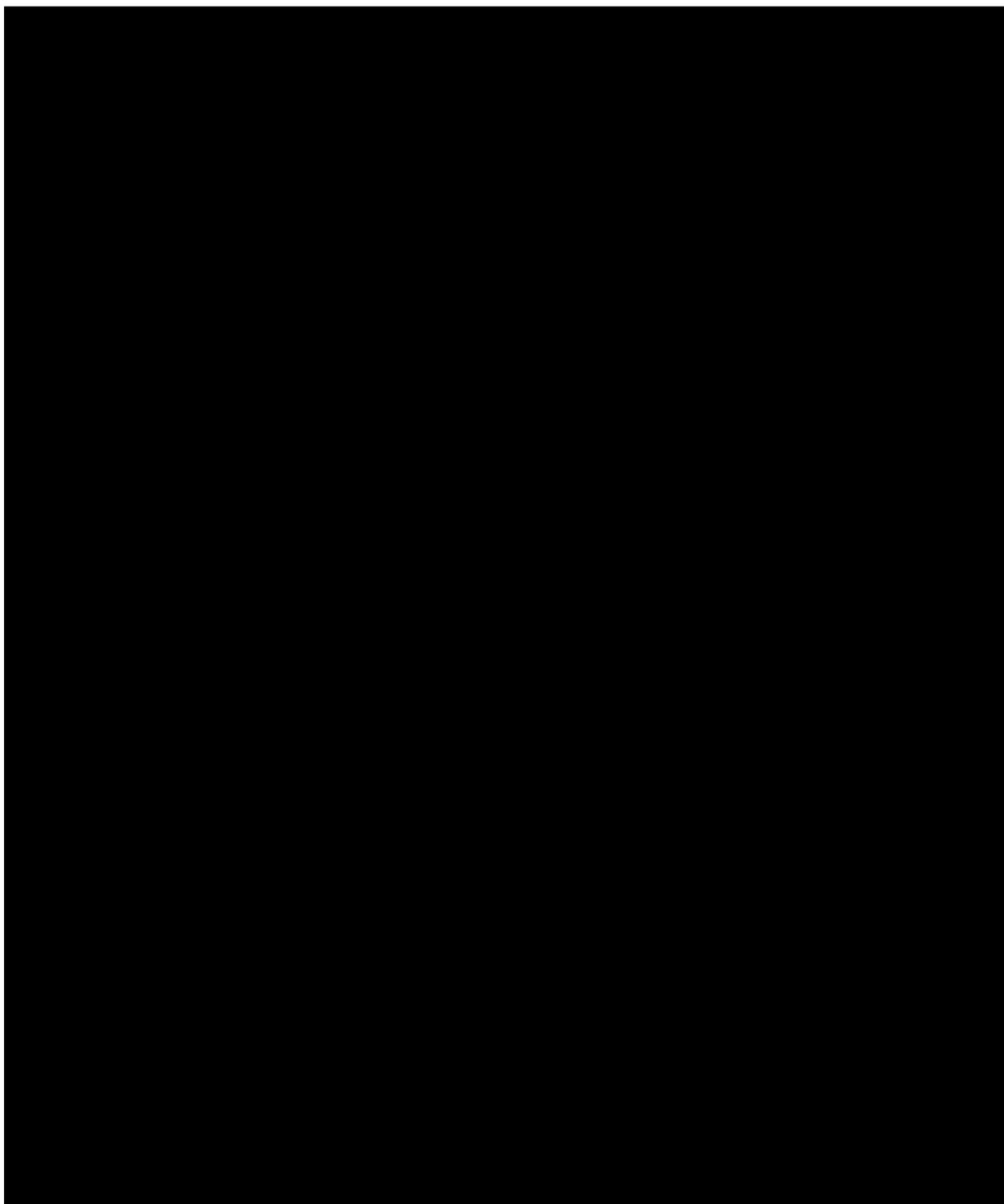
- **GBN basic core ppt slide deck:** To be drawn from the above and the new logo, using jig saw design, and include simple process / timeline diagram.
- **Downloadable online Brochure:** Drawn from the above material, using jig saw design
- **Simple pull up stand.** Again, to be drawn from the above, using Jigsaw design.

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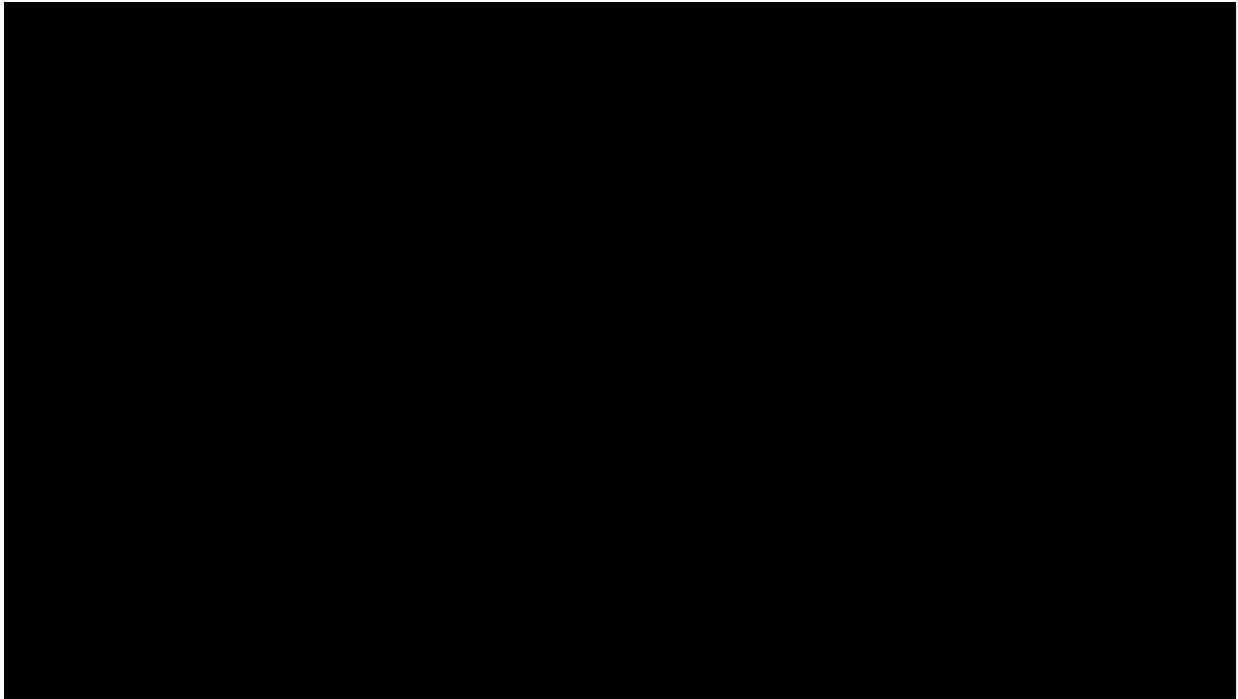
V. Annex 3 – Charges



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VI. Annex 4 – Supplier Tender

[Redacted]

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[REDACTED]

[REDACTED]