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Posturite Ltd
The Mill
Station Road
East Sussex
BN26 6SZ

Our ref: PRO6211 C282966
Date: 14 October 2024

Dear [REDACTED],

Contract: PRO6211 Ergonomic Furniture and Equipment

On behalf of the UK Health and Security Agency and having its registered office at 10 South Colonnade, London, E14 4PU, we are pleased to award this contract for the above requirement to Posturite Ltd, incorporated under the companies acts, (Company Number 02574809), and having its registered office at The Mill, Station Road, Berwick, East Sussex, BN26 6SZ ("The Recipient").





This contract is awarded under the ESPO Framework Agreement-Office Furniture 282_22 Lot 1 Terms and Conditions.

Kind Regards

[REDACTED]
[REDACTED]

1. Contract Reference	PRO6211 C282966	
2. Buyer	UKHSA 10 South Colonnade London E14 4PU	
3. Supplier	Posturite Ltd The Mill Station Road East Sussex BN26 6SZ	
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 Annex.</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	The supply of specialist ergonomic furniture and equipment to individual UKHSA staff members who have specific workplace adjustment requirements as a result of an underlying health condition. Items will be bought on an individual needs' basis following specialist assessment by UKHSA Occupational Health, UKHSA DSE Assessors or following specialist enablement assessment with Posturite.
	Services	To provide specialist ergonomic assessment services and advice to support in the recommendations for appropriate furniture/equipment for individual UKHSA staff members on request from OH, DSE assessor or line manager. This will be provided through the supplier's team of health professionals (ergonomists, Physiotherapists and Health & Safety professionals) who have extensive training and expertise in this field.


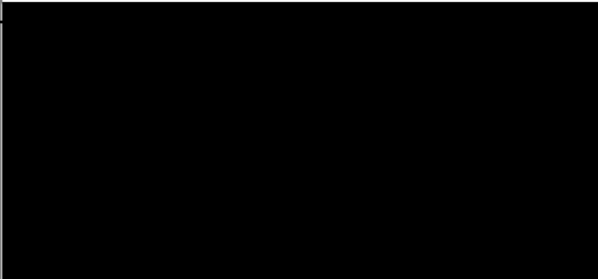
		To provide specialist enablement assessments for staff who require advice regarding workplace adjustments due to underlying health conditions. This will be managed on an individual referral basis from Occupational Health to the Posturite Enablement service with assessments completed by specialist assessors.
6. Specification	<p>The specification of the Deliverables is as set out below:</p> <p>Supply of specialist ergonomic furniture & equipment selected from an agreed catalogue available at [REDACTED]</p> <p>Supply of non-catalogue items on an 'as-required' basis with approval from the buyer</p> <p>DSE/Chair/musculoskeletal assessments on request. SLA lead times are as follows (subject to end user availability):</p> <ul style="list-style-type: none"> • Face to face assessments – 5-10 working days • Virtual assessments – 2-5 working days • Report turnaround times – 48 hours from completion of assessment <p>Specialist Enablement services (including workplace needs assessments, strategy coaching, assistive technology training) for individual members of UKHSA staff on a referral basis. SLA lead times for such assessments are as follows (subject to end user availability):</p> <ul style="list-style-type: none"> • Referral receipt to client contact – 48 hours • Face to face assessments – 10-15 working days • Remote assessments – 5-10 working days • Report turnaround times – 5-15 working days • Coaching & training sessions – 5-10 working days <p>Posturite will retain UKHSA staff data collected during the enablement assessment process for 12 months at which point it will be deleted.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Supply of assistive technology products / licences • Laptops / desk top computers • Standard mice / keyboards / monitors • Standard office furniture (desk/chairs for purpose of office outfit) 	
7. Start Date	From the signature date of the contract	
8. Expiry Date	15/09/2027	

9. Extension Period	3 year contract with 12 months extension
10. Optional Intellectual Property Rights ("IPR") Clauses	No applicable
11. Charges	<p>The contract, value of £640,000 excluding VAT</p> <p>The annual cost is £160k excluding VAT and it is based on a 3 year contract with option to extend for further 1 year.</p> <p>Supply of specialist ergonomic furniture & equipment selected from a mutually agreed catalogue available at: </p> <p>Furniture & equipment will be from a catalogue with pricing shown per item.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Product List for Posturite Aug 2024.xl: </div> <div style="text-align: center;">  Posturite Enablement Referral Form 2024.d: </div> </div> <p>Catalogue will be reviewed every 6 months and updated as necessary.</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>UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648 </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</p>

	<p>invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to</p> <p>[REDACTED]</p>	
13. Data Protection Liability Cap	Please see clause 16 (Liabilities)	
14. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • Monthly order status reports • Quarterly MI reporting as agreed with Posturite 	
15. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
16. Supplier Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence:</p> <p>[REDACTED]</p>	
17. Address for notices	<p>Buyer:</p> <p>UKHSA 10 South Colonnade London E14 4PU</p>	<p>Supplier:</p> <p>Posturite Ltd The Mill Station Road</p>

	<div>East Sussex BN26 6SZ</div> <div><div></div><div></div></div> <div><div></div><div></div></div>
18. Key Staff	<div>Buyer's Key Staff</div> <div><div></div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div></div> <div>Suppliers Key staff:</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
19. Procedures and Policies	<div>For the purposes of the Contract the:</div> <div>The Buyer's Staff Vetting Procedures are: outlined in the following: HMG Personnel Security Controls (HTML) - GOV.UK (www.gov.uk)</div> <div>The Buyer requires the Supplier to ensure that all staff undertaking 1:1 assessment are subject to Disclosure & Barring Service (DBS) checks to the requirements of the Baseline Personnel Security Standard (BPSS).</div>

	<p>The Buyer's security / data security requirements are:</p> <p>https://www.gov.uk/government/publications/security-policy-framework</p> <p>Cyber security standards and frameworks:</p> <p>It is essential that all parties meet the relevant compliance requirements as per the advice from the following national technical authorities:</p> <p>Security policy framework: protecting government assets - GOV.UK (www.gov.uk)</p> <p>Government Functional Standard GovS 007: Security - GOV.UK (www.gov.uk)</p> <p>Risk management - NCSC.GOV.UK</p> <p>National Protective Security Authority NPSA</p> <p>The Buyer's additional sustainability requirements are:</p> <p>https://www.gov.uk/government/publications/environmental-and-sustainability-policy</p>
<p>20. 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 b) This Order Form c) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> i. Annex 1 – Processing Personal Data ii. Annex 2 - Service Definition iii. Annex 3 – Catalogue list iv. Annex 4 - Enablement Referral Form d) 282_22 Appendix 2 -Terms of Agreement

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
	
Date Signed: 16-10-24	Date Signed: 16/10/2024

**i. Annex 1 – Processing Personal Data
Authorised Processing Template**

Contract:	PRO6211 Ergonomic Furniture and Equipment
Date:	12/09/2024
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	Data Controller – UKHSA Occupational Health Service Data Processor – Posturite Enablement Service
Subject matter of the processing	Individual members of UKHSA staff referred to Posturite for the purpose of having a workplace needs assessment
Duration of the processing	Data will be collected and processed for the purposes of the assessment and subsequent creation of a report with back to UKHSA. Data will be stored for 12 months and then deleted
Nature and purposes of the processing	The Posturite enablement assessor will collect personal and health data to enable them to complete a comprehensive assessment and provide advice on appropriate workplace adjustments to UKHSA.

Type of Personal Data	Personal data (i.e. name, address postcode, mobile/home phone number, email address, job title), health information relevant to the assessment being undertaken.
Categories of Data Subject	Personal data. Sensitive/special category personal data - information relating to the persons physical or mental health condition
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	All data relating to the individual subject will be stored by Posturite enablement service in secure environment for 12 months from the completion of the assessment at which point it will be destroyed.
Locations at which the Supplier and/or its Subcontractors process Personal Data under this Contract	Most assessments will be conducted virtually. Face to face assessments will be completed either at the staff members place of work (UKHSA site) or their home address.
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	<p>All assessment reports for Enablement are installed on our system with the usual encrypted at rest (AES256) applied. Each report is password protected for added security. Reports are held in the secure folder as a PDF document.</p> <p>In addition, each report is password protected for added security. When sub processors complete the assessment reports and send them back to the Enablement team, these are sent via password protected email. [REDACTED]</p> <p>[REDACTED]</p> <p>All data, regardless of location and device utilised, smart, mobile, cloud is encrypted at rest using AES-256 including backup data sets. All data in transit is encrypted using TLS 1.2 (SMTP/HTTPS). No data unless requested by the customer is transferred out of these locations.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

ii.Annex 2 - Service Definition



Enablement -
Posturite.pdf



Enablement -
Neurodiversity and di

iii. Annex 3 – Catalogue list

[illegible]

iv. Annex 4 - Enablement Referral Form

ASSESSMENT TYPE	PRICE & CODE
INITIAL TRIAGE OF REQUIREMENTS <div></div>	<div></div> <div></div>
COGNITIVE DIAGNOSTIC ASSESSMENTS <div></div>	<div></div> <div></div>
AUTISM SPECTRUM CONDITIONS (ASC) SCREENING <div></div>	<div></div> <div></div>
ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD) SCREENING ASSESSMENT <div></div>	<div></div> <div></div>

<div><div>WORKPLACE NEEDS ASSESSMENTS FOR NEURODIVERSE CONDITIONS AND CONDITIONS COVERED UNDER THE EQUALITY ACT</div><div></div></div>	<div><div></div><div></div></div>
<div><div>HOLISTIC WORKPLACE NEEDS ASSESSMENTS</div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div>VISUAL LOSS ASSESSMENT</div><div></div></div>	<div><div></div><div></div></div>

<div>HEARING LOSS ASSESSMENT</div> <div></div>	<div></div> <div></div>
<div>ASSISTIVE TECHNOLOGY (AT) TRAINING</div> <div></div> <div></div>	<div></div> <div></div>
<div>INDIVIDUAL STAFF ONE-TO-ONE WORKPLACE STRATEGIES</div> <div></div>	<div></div> <div></div>
<div>DISABILITY IMPACT TRAINING</div> <div></div>	<div></div> <div></div>

<div>CO-COACHING TRAINING WITH LINE MANAGER</div> <div></div>	<div></div> <div></div>
<div>AWARENESS TRAINING</div> <div></div>	<div></div> <div></div>
<div>ASSISTIVE TECHNOLOGY STRATEGIES</div> <div></div>	<div></div> <div></div>
<div>ASSISTIVE TECHNOLOGY/REASONABLE ADJUSTMENTS REVIEW</div> <div></div> <div></div>	<div></div> <div></div>

<div>STRATEGY COACHING FOR MENOPAUSE SESSIONS</div> <div></div>	<div></div> <div></div>
<div>ACCESS AUDIT</div> <div></div>	<div></div>

ESPO Framework Agreement- Office Furniture 282 Appendix 2



282_22 -APPENDIX 2
- Terms of Agreement