






Award Form for Sustainability Leadership and Climate Action Plans- SECTOR ENGAGEMENT AND SUPPORT

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

1.	Buyer	Department for Education (the Buyer). Its offices are on: Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
2.	Supplier	Name: <i>University of Reading</i> Address: Whiteknights, PO Box 217, Reading, RG6 6AH Registration number: Royal Charter number RC000665 SID4GOV ID: <i>N/A</i>
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in the Contract Notice in Find A Tender, reference 2023/S 000-019381 (FTS Contract Notice).
4.	Contract reference	con_23666
5.	Deliverables	See Schedule 2 (Specification) for further details.
6.	Buyer Cause	Any breach of: the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.
7.	Collaborative working principles	The Collaborative Working Principles apply to this Contract. See Clause 3.1.3 for further details.
8.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract.
9.	Start Date	15 th January 2023
10.	Expiry Date	14 th January 2026
11.	Extension Period	Further two-year period in one year increments up to One + One + years' until a maximum end date of 14 th January 2028.

		Extension exercised where the Buyer gives the Supplier no less than 3 Months' written notice before the Contract expires
12.	Ending the Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.
13.	Incorporated Terms (together these documents form the " the Contract ")	<p>The following documents are incorporated into the Contract. Where numbers are missing we are not using these Schedules. If the documents conflict, the following order of precedence applies:</p> <p>This Award Form</p> <p>a) Core Terms</p> <p> Core Terms.docx</p> <p>b) Any Special Terms (see Section 14 (Special Terms) in this Award Form)</p> <p>c) Schedule 31 (Buyer Specific Terms)</p> <p> Mid-Tier_Schedule_3 1_Buyer_Specific_Ter</p> <p>d) Schedule 36 (Intellectual Property Rights)</p> <p> Mid-Tier_Schedule_3 6_Intellectual_Proper</p> <p>e) Schedule 1 (Definitions)</p> <p> Mid-Tier_Schedule_0 1_Definitions__v1.2 (</p> <p>f) Schedule 6 (Transparency Reports)</p> <p> Mid-Tier_Schedule_0 6_Transparency_Rep</p> <p>g) Schedule 20 (Processing Data)</p>



Mid-Tier_Schedule_2
0__Processing_Data__

h) The following Schedules (in equal order of precedence):

a. Schedule 2 (Specification)



Mid-Tier_Schedule_0
2__Specification__v1.2

b. Schedule 3 (Charges)



Schedule 3 -
charges.xlsx

c. Schedule 5 (Commercially Sensitive Information)



Mid-Tier_Schedule_0
5__Commercially_Sen

d. Schedule 7 (Staff Transfer)



Mid-Tier_Schedule_0
7__Staff_Transfer__v1

e. Schedule 10 (Service Levels)



Mid-Tier_Schedule_1
0__Service_Levels__v1

f. Schedule 11 (Continuous Improvement)



Mid-Tier_Schedule_1
1__Continuous_Imprc

g. Schedule 12 (Benchmarking)



Mid-Tier_Schedule_1
2__Benchmarking__v1

h. Schedule 13 (Contract Management)



Mid-Tier_Schedule_1
3__Contract_Manager

i. Schedule 14 (Business Continuity and Disaster Recovery)



Mid-Tier_Schedule_1
4__Business_Continui

j. Schedule 16 (Security)



Mid-Tier_Schedule_1
6__Security__v1.2.doc

k. Schedule 21 (Variation Form)



Mid-Tier_Schedule_2
1__Variation_Form__v

l. Schedule 22 (Insurance Requirements)



Mid-Tier_Schedule_
22___Insurance_Req

m. Schedule 25 (Rectification Plan)



Mid-Tier_Schedule_2
5__Rectification_Plan_

n. Schedule 26 (Sustainability)



Mid-Tier_Schedule_
26__Sustainability__

o. Schedule 27 (Key Subcontractors)






Mid-Tier_Schedule_2
7__Key_Subcontractor

p. Schedule 29 (Key Supplier Staff)



Mid-Tier_Schedule_2
9__Key_Supplier_Staff

		<p>q. Schedule 30 (Exit Management)</p> <p> Mid-Tier_Schedule_30__Exit_Manageme</p> <p>r. Schedule 32 (Background Checks)</p> <p> Mid-Tier_Schedule_32__Background_Checl</p> <p>i) Schedule 4 (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 aspect of the Tender will take precedence over the documents above.</p> <p> Mid-Tier_Schedule_04__Tender__v1.2.doc</p>
14.	Special Terms	See schedule 31
15.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	Buyer's Environmental Policy	Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at here
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and provide the Social Value Reports as set out in Schedule 26 (Sustainability)
18.	Buyer's Security Policy	Department for Education Personal Information Charter available online here
19.	Commercially Sensitive Information	Supplier's Commercially Sensitive Information: Schedule 5 (Commercially Sensitive Information)]

20.	Charges		
		<i>Financial year 2023-24</i>	
		1	January, February, and March (Q1) Friday 15 th March 2024
		<i>Financial year 2024-25</i>	
		2	April, May, and June (Q2) Monday 17 th June 2024
		3	July, August, and September (Q3) Monday 16 th September 2024
		4	October, November, and December (Q4) Monday 16 th December 2024
		5	January, February, and March (Q1) Monday 17 th March 2025
		<i>Financial year 2025-26</i>	
		6	April, May, and June (Q2) Monday 16 th June 2025
		7	July, August, and September (Q3) Monday 15 th September 2025
		8	October, November, and December (Q4) Monday 15 th December 2025
		<i>Total: £1,919,059.61</i>	
		<p>Total Project expenditure shall not exceed £1,919,059.61 exclusive of VAT.</p> <p><i>A breakdown of Supplier's costs can be found in schedule 3 (charges)</i></p>	

		For extension - the maximum value for two 1-year extensions up until 31 st December 2027 will be £2,670,941 exclusive of VAT.
21.	Reimbursable expenses	None
22.	Payment method	PAYMENT METHOD Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to AccountsPayable.OCR@education.gov.uk
23.	Service Levels	Service credit not applicable] The Service Credit Cap is: Not applicable The Service Period is <i>24 months</i> A Critical Service Level Failure is: Not providing the service for more than 3 working days. Agreed to date KPIs are set out in Schedule 10.
24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
25.	Liability	In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise, including under any indemnities in the Contract) is no more than 150% of the Estimated Yearly Charges] In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £1 million.
26.	Cyber Essentials Certification	Not required
27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer every Month • The Supplier shall provide the Buyer with Progress Reports every Quarter
28.	Guarantee	Not applicable

29.	Virtual Library	Not applicable
30.	Supplier Contract Manager	<div>██████████</div> <div>██████████</div> <div>██████████</div>
31.	Supplier Authorised Representative	<div>██████████</div> <div>██████████</div> <div>██████████</div>
32.	Supplier Compliance Officer	<div>██████████</div>
33.	Supplier Data Protection Officer	Data Protection Officer <div>██████████</div> <div>██████████</div>
34.	Supplier Marketing Contact	<div>██████████</div> <div>██████████</div>
35.	Key Subcontractors	<p>Key Subcontractor 1 Environmental Association for Universities and Colleges</p> <p>Key Subcontractor 2 THE UNIVERSITY OF LEEDS</p> <p>Key Subcontractor 3 THE UNIVERSITY OF NOTTINGHAM</p> <p>Key Subcontractor 4 THE MET OFFICE</p> <p>Key Subcontractor 5 UNIVERSITY OF EAST ANGLIA CONSULTING LTD</p> <p>Key Subcontractor 6 KEELE UNIVERSITY</p> <p>Key Subcontractor 7</p>

		<p>MANCHESTER METROPOLITAN UNIVERSITY</p> <p>Key Subcontractor 8 UNIVERSITY COLLEGE LONDON</p> <p>Key Subcontractor 9 NEWCASTLE UNIVERSITY</p> <p>Key Subcontractor 10 STEM LEARNING</p> <p>Key Subcontractor 11 CHANGE AGENTS UK</p> <p>Key Subcontractor 12 HOPSCOTCH</p>
36.	Buyer Authorised Representative	<p>██████████</p> <p>Delivery Lead for Climate Action Planning and Sustainability Leadership</p> <p>██████████</p> <p>██████████</p>

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	15/01/24	Date:	15/01/24