



Department for Levelling Up,  
Housing & Communities

# Award Form

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

<b>1.</b>	<b>Buyer</b>	The Secretary of State for the Department for Levelling Up, Housing and Communities (the Buyer)  Fry Building, 2 Marsham Street, London, SW1P 4DF
<b>2.</b>	<b>Supplier</b>	Name: Locality (UK) Address: 33 Corsham Street, London, N1 6DR Registration number: Company 02787912 Charity 1036460
<b>3.</b>	<b>Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in the Contracts Finder and the Find a Tender portal (Contract Notice).
<b>4.</b>	<b>Contract reference</b>	CPD4122290
<b>5.</b>	<b>Deliverables</b>	The Supplier shall provide a suite of initial support, in-depth development support, and ongoing delivery support to community organisations seeking or in receipt of funding from the Community Ownership Fund (COF). This support will strengthen community groups' ability to make convincing applications to COF; will enable groups to take valued local assets into community ownership with strong business models; and leave a legacy of increased capacity and capability in the sector, so that COF funding has a sustainable impact beyond the programme's lifecycle.  See Schedule 2 (Specification) for further details.
<b>6.</b>	<b>Start Date</b>	10th January 2023
<b>7.</b>	<b>End Date</b>	31 March 2024
<b>8.</b>	<b>Extension Period</b>	The Buyer may extend the Contract for a period of up to 6 months by giving not less than 1 Months' notice in writing to the Supplier prior to the End Date. The terms and conditions of the Contract shall apply throughout any such extended period.

9.	<b>Incorporated Terms</b>  (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> <ol style="list-style-type: none"> <li>1. This Award Form</li> <li>2. Any Special Terms (see <b>Section 10 Special Terms</b> in this Award Form)</li> <li>3. Schedule 1 (Definitions)</li> <li>4. Schedule 20 (Processing Data)</li> <li>5. The following Schedules (in equal order of precedence):             <ul style="list-style-type: none"> <li>• Schedule 2 (Specification)</li> <li>• Schedule 3 (Charges)</li> <li>• Schedule 5 (Commercially Sensitive Information)</li> <li>• Schedule 16 (Security)</li> <li>• Schedule 20 (Processing Data)</li> <li>• Schedule 21 (Variation Form)</li> <li>• Schedule 22 (Insurance Requirements)</li> <li>• Schedule 25 (Rectification Plan)</li> </ul> </li> <li>6. Core Terms (version 1.0)</li> <li>7. Schedule 26 (Corporate Social Responsibility)</li> <li>8. Schedule 4 (Tender) as long as any part of the Tender that offers a better commercial position for the Buyer takes precedence over the documents above</li> </ol>
10.	<b>Special Terms</b>	N/A
11.	<b>Buyer's Environmental Policy</b>	N/A
12.	<b>Buyer's Security Policy</b>	Schedule 16
13.	<b>Social Value Commitment</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments in Schedule 4 (Tender)
14.	<b>Commercially Sensitive Information</b>	Supplier's Commercially Sensitive Information: Schedule 5

15.	<b>Charges</b>	The contract total shall be capped at a maximum of £4,994,250 (ex VAT) and shall be in accordance with Schedule 3 (Charges).
16.	<b>Reimbursable expenses</b>	Recoverable as set out in Schedule 3 (Charges)
17.	<b>Payment method</b>	All invoices are to be submitted to: CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN. Email address:  <a href="mailto:CLGInvoices@levellingup.gov.uk">CLGInvoices@levellingup.gov.uk</a>
18.	<b>Service Levels</b>	Set out within Schedule 2 Specification
19.	<b>Insurance</b>	Details in Annex of Schedule 22 (Insurance Requirements).
20.	<b>Liability</b>	In accordance with Clause 11.1 of the Core Terms
21.	<b>Cyber Essentials Certification</b>	Not required
22.	<b>Progress Meetings and Progress Reports</b>	As set out in Schedule 2 Specification
23.	<b>Guarantee</b>	Not applicable
24.	<b>Supplier Contract Manager</b>	[REDACTED]
25.	<b>Supplier Authorised Representative</b>	[REDACTED]
26.	<b>Supplier Compliance Officer</b>	[REDACTED]
27.	<b>Supplier Data Protection Officer</b>	[REDACTED]

28.	<b>Supplier Marketing Contact</b>	<b>[REDACTED]</b>
29.	<b>Key Subcontractors</b>	<p>Development Trusts Association Scotland Charity SC034231 Core team member; Scotland lead; programme design input; enquiry handling; marketing; EOI/grant assessments; in-depth support/reporting</p> <p>Shared Assets CIC 7979210 EOI/grant decision input; in-depth support/reporting; resource production; marketing</p> <p>Development Trusts Association Wales Ltd 4966246 Core team member; Wales lead; programme design input; enquiry handling; marketing; EOI/grant assessments; in-depth support/reporting</p> <p>Sporting Assets Ltd 9038426 EOI/grant decision input; in-depth support/reporting; resource production; marketing</p> <p>Development Trusts NI (DTNI) NI605197 (Charity No 102489)</p>
30.	<b>Buyer Authorised Representative</b>	<b>[REDACTED]</b>

Schedule 2 – Specification

**[ATTACHED]**

Schedule 3 – Charges

**[REDACTED]**

Schedule 4 (A-J) – Supplier's Bid

**[REDACTED]**

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	09 January 2023	Date:	10 <sup>th</sup> January 2023