

CS22267
Award Form
Crown Copyright 2022

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.

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| 1. | Buyer | UK Research and Innovation (UKRI) (the Buyer). Its offices are on: Polaris House, North Star Avenue, Swindon, SN2 2FF |
| 2. | Supplier | Name: [Insert name (registered name if registered)] Address: [Insert address registered address if registered] Registration number: [Insert registration number if registered] SID4GOV ID: [Insert SID4GOV ID if you have one] |
| 3. | Contract | This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in the Contract Notice, reference 2022-000035 |
| 4. | Contract reference | CS22267 |
| 5. | Deliverables | Framework for the provision of Administration and Legal Services 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 do not apply to this Contract. See Clause 3.1.3 for further details. |
| 8. | Financial Transparency Objectives | The Financial Transparency Objectives apply to this Contract. See Clause 6.3 for further details. |

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| 9. | Start Date | 3 rd October 2022 |
| 10. | Expiry Date | 2 nd October 2024 |
| 11. | Extension Period | The initial contract will be for 2 years with the option to extend on an annual basis for years 3 and 4 (2+1+1) |
| 12. | Ending the Contract without a reason | <p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.</p> <p>Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be 3 months.</p> |
| 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> <ul style="list-style-type: none"> a) This Award Form b) Core Terms c) Schedule 1 (Definitions) d) Schedule 20 (Processing Data) e) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 11 (Continuous Improvement) d. Schedule 14 (Business Continuity and Disaster Recovery) e. Schedule 16 (Security) f. Schedule 21 (Variation Form) g. Schedule 22 (Insurance Requirements) h. Schedule 25 (Rectification Plan) i. Schedule 26 (Sustainability) j. Schedule 27 (Key Subcontractors) f) 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. |

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| 14. | Special Terms | Special Term - N/A |
| 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 | Available online at: Environmental sustainability – UKRI |
| 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 | Schedule 16 (Security) |
| 19. | Commercially Sensitive Information | Not applicable |
| 20. | Charges | Details in Schedule 3 (Charges) |
| 21. | Reimbursable expenses | None |
| 22. | Payment method | <p>The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.</p> <p>Invoices should be sent to Accounts Payable by email accounts@innovateuk.ukri.org</p> |
| 23. | Service Levels | Not applicable |
| 24. | Insurance | Details in Annex of Schedule 22 (Insurance Requirements). |

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| 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) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges |
| 26. | Cyber Essentials Certification | Not required |
| 27. | Progress Meetings and Progress Reports | The Supplier shall attend Progress Meetings with the Buyer every quarter |
| 28. | Guarantee | Not applicable |
| 29. | Virtual Library | Not applicable |
| 30. | Supplier Contract Manager | <i>[Insert name]</i> <i>[Insert job title]</i> <i>[Insert email address]</i> <i>[Insert phone number]</i> |
| 31. | Supplier Authorised Representative | <i>[Insert name]</i> <i>[Insert job title]</i> <i>[Insert email address]</i> <i>[Insert phone number]</i> |
| 32. | Supplier Compliance Officer | <i>[Insert name]</i> <i>[Insert job title]</i> <i>[Insert email address]</i> <i>[Insert phone number]</i> |
| 33. | Supplier Data Protection Officer | <i>[Insert name]</i> <i>[Insert job title]</i> <i>[Insert email address]</i> <i>[Insert phone number]</i> |
| 34. | Supplier Marketing Contact | <i>[Insert name]</i> <i>[Insert job title]</i> <i>[Insert email address]</i> <i>[Insert phone number]</i> |

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| 35. | Key Subcontractors | Key Subcontractor 1 Name (Registered name if registered): [insert name] Registration number (if registered): [insert number] Role of Subcontractor: [insert role] |
| 36. | Buyer Authorised Representative | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |

| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|------------------------------------|--|---------------------------------|--|
| Signature: | | Signature: | |
| Name: | | Name: | |
| Role: | | Role: | |
| Date: | | Date: | |