**Appendix X**

**CXXXXXX**

**Title**

**Contract Information**

**(for mandatory completion and return)**

**Note to Bidders:** Please complete all the questions below.

If you are awarded a contract, the details you provide here will be copied into the contract provisions, employed to enable the final operational contract to be jointly signed and dated via DocuSign, and certain data recorded in HEE’s contract register.

1. **Contract Manager**
	1. For the supplier, the Contract Manager at commencement of the contract delivery will be:

|  |  |
| --- | --- |
| **Name** |  |
| **Contact details** |  |
| **Role** |  |

1. **Notices**
	1. Any notices served to the supplier, under the contract, are to be delivered to:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Role** |  |

1. **Management levels for escalation and dispute resolution:**
	1. The management levels at which a dispute will be dealt with, by the supplier, are as follows:

|  |  |
| --- | --- |
| **Level** | **Supplier Representative (Insert Roles)** |
| **1** |  |
| **2** |  |
| **3** |  |

1. **Contact Signatory**
	1. For the person who will sign the contract on behalf of the supplier: **Just to note:** the contract will be jointly signed/dated via DocuSign.

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Role** |  |

1. **Size of the Supplier organisation:**
	1. Select the appropriate checkbox (righthand column) for the number of employees within your organisation:

|  |  |  |
| --- | --- | --- |
| **Size** | **EU Definition**  | **Selection – one ONLY** |
| Individual  | 1 employee |[ ]
| Micro | Less than 10 employees |[ ]
| Small | Less than 50 employees |[ ]
| Medium | Less than 250 employees |[ ]
| Large | Above 250 employees |[ ]
| Other/Not known |  |[ ]

1. **Sector**
	1. Select the appropriate checkbox (righthand column) for the sector of your organisation:

|  |  |
| --- | --- |
| **Sector** | **Selection – one ONLY** |
| Private Sector |[ ]
| Public Sector |[ ]
| Third/ Voluntary, Community & Social Enterprise Sector |[ ]
| Not known |[ ]

1. **UK Companies House number**
	1. If your organisation has a UK Companies House number, record this in the box below:

|  |
| --- |
|  |

1. **The Data Security and Protection Toolkit is an online self-assessment tool that allows organisations to measure their performance against the National Data Guardian’s data security standards.**

|  |  |
| --- | --- |
| **Has your organisation completed a Data Security and Protection Toolkit?** | **Selection** |
| YES  |[ ]
| NO  |[ ]

**