

# 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.

1.	<b>Buyer</b>	The Department for Levelling Up, Housing, and Communities (the Buyer).  Its offices are on: 2 Marsham Street, London, SW1P 4DF
2.	<b>Supplier</b>	Name: <b>SafeLives</b>  Address: <b>Suite 2a, Whitefriars, Lewins Mead, Bristol, BS1 2NTN.</b>  Registration number: <b>05202237</b>
3.	<b>Contract</b>	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 000-013263.
4.	<b>Contract reference</b>	<b>CPD4124064</b>
5.	<b>Deliverables</b>	Provision of a service to work with local authorities, other local organisations, and families within their communities to collect the voice and experience of service users within the Early Help System.  See Schedule 2 (Specification) for further details.
6.	<b>Buyer Cause</b>	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.	<b>Collaborative working principles</b>	The Collaborative Working Principles do not apply to this Contract.  See Clause 3.1.3 for further details.
8.	<b>Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract.  See Clause 6.3 for further details.

9.	<b>Start Date</b>	10 <sup>th</sup> July 2023
10.	<b>Expiry Date</b>	31 <sup>st</sup> March 2025
11.	<b>Extension Period</b>	Not applicable
12.	<b>Ending the Contract without a reason</b>	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.
13.	<b>Incorporated Terms</b>  (together these documents form the " <b>the Contract</b> ")	<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"> <li>a) This Award Form</li> <li>b) Any Special Terms (see <b>Section 14 (Special Terms)</b> in this Award Form)</li> <li>c) Core Terms</li> <li>d) Schedule 36 (Intellectual Property Rights)</li> <li>e) Schedule 1 (Definitions)</li> <li>f) Schedule 20 (Processing Data)</li> <li>g) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>a. Schedule 2 (Specification)</li> <li>b. Schedule 3 (Charges)</li> <li>c. Schedule 5 (Commercially Sensitive Information)</li> <li>d. Schedule 11 (Continuous Improvement)</li> <li>e. Schedule 16 (Security)</li> <li>f. Schedule 19 (Cyber Essentials Scheme)</li> <li>g. Schedule 21 (Variation Form)</li> <li>h. Schedule 22 (Insurance Requirements)</li> <li>i. Schedule 25 (Rectification Plan)</li> <li>j. Schedule 26 (Sustainability)</li> <li>k. Schedule 27 (Key Subcontractors)</li> </ul> </li> <li>h) 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.</li> </ul>

14.	<b>Special Terms</b>	N/A
15.	<b>Sustainability</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	<b>Buyer's Environmental Policy</b>	<i>N/A</i>
17.	<b>Social Value Commitment</b>	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.	<b>Buyer's Security Policy</b>	Schedule 16 (Security)
19.	<b>Commercially Sensitive Information</b>	Supplier's Commercially Sensitive Information: Schedule 5 (Commercially Sensitive Information)
20.	<b>Charges</b>	The contract total shall be capped at a maximum of £371,516 (ex VAT) and shall be in accordance with Schedule 3 (Charges).
21.	<b>Reimbursable expenses</b>	Recoverable as set out in Schedule 3 (Charges)
22.	<b>Payment method</b>	All invoices are to be submitted to: CP2P Team, DLUHC, 4 <sup>th</sup> Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN. Email address: <a href="mailto:CLGInvoices@levellingup.gov.uk">CLGInvoices@levellingup.gov.uk</a>
23.	<b>Service Levels</b>	In accordance with Schedule 2 Specification
24.	<b>Insurance</b>	Details in Annex of Schedule 22 (Insurance Requirements).
25.	<b>Liability</b>	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 <b>£5 million</b> or <b>150%</b> 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 <b>£10 million</b>
26.	<b>Cyber Essentials Certification</b>	Cyber Essentials Scheme Basic Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)
27.	<b>Progress Meetings and Progress Reports</b>	In accordance with Schedule 2 Specification
28.	<b>Guarantee</b>	Not applicable
29.	<b>Virtual Library</b>	Not applicable
30.	<b>Supplier Authorised Representative</b>	<b>[REDACTED]</b>
31.	<b>Key Subcontractors</b>	<b>N/A</b>
32.	<b>Buyer Authorised Representative</b>	<b>[REDACTED]</b>

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<b>REDACTED</b>	Signature:	<b>REDACTED</b>
Name:	<b>REDACTED</b>	Name:	<b>REDACTED</b>
Role:	<b>REDACTED</b>	Role:	<b>REDACTED</b>
Date:	18 July 2023	Date:	19 July 2023

Award Form  
Crown Copyright 2022  
*Schedule 2 – Specification*  
**[Attached]**

*Schedule 3 – Charges*  
**[REDACTED]**

*Schedule 4A - 4C – Supplier's Bid*  
**[REDACTED]**