



Award Form

Connected and Automated Mobility (CAM) Data discovery

TFTS3007



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	<p>Department For Transport</p> <p>Its offices are on: Great Minster House 33 Horseferry Road London SW1P 4DR</p>
2.	Supplier	<p>Name: Local Partnerships LLP</p> <p>Address: Local Government House, Smith Square, London, SW1P 3HZ</p> <p>Registration number: OC346845</p> <p>DUNS number: 21-170-2438</p> <p>SID4GOV ID: n/a</p>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for Connected and Automated Mobility (CAM) Data discovery.</p>



4.	Contract reference	TFTS3007
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5.	Deliverables	<p>This project will be split into four phases:</p> <p>Phase one (Scoping and Methodology Development) will set out clearly defined objectives and confirmation of the required scope. Key deliverables will include a:</p> <ul style="list-style-type: none"> • Project Plan and timeline • List of organisations and individuals to be approached and • An agreed methodology and interview schedule. <p>Phase two (Investigation and Data Mapping) will involve of series of stakeholder interviews (up to 30) and, where appropriate, potential focus groups, questionnaires or workshops with stakeholders. Key deliverables will include:</p> <ul style="list-style-type: none"> • raw notes from engagements, • identification of key themes / findings • a CAM data map describing data use cases and • which data each stakeholder has/would like to have. <p>Phase three (Scrutiny and Gap Analysis) will involve the scrutiny of data mapping findings and areas of uncertainty. Key deliverables will include;</p> <ul style="list-style-type: none"> • a prioritised list of ‘gaps’ uncovered during the mapping phase. <p>Phase four (Analysis, Conclusions and Recommendations) will involve information analysis, a series of workshops to review raw information and to establish priority findings. Key deliverables will be</p> <ul style="list-style-type: none"> • a final report and presentation
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		<i>See Schedule 2 (Specification) for further details.</i>
6.	Buyer Cause	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. See Clause 6.3 for further details.
9.	Start Date	<i>21st December 2023</i>
10.	End Date	<i>20th June 2024</i>
11.	Extension Period	None
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 ")	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: <ul style="list-style-type: none"> a) This Award Form b) Any Special Terms (see Section 14 (Special Terms) in this Award Form) c) Core Terms d) Schedule 36 (Intellectual Property Rights) e) Schedule 1 (Definitions)



		<p>f) Schedule 20 (Processing Data)</p> <p>g) The following Schedules (in equal order of precedence):</p> <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 5 (Commercially Sensitive Information) d. Schedule 21 (Variation Form) e. Schedule 22 (Insurance Requirements) f. Schedule 25 (Rectification Plan) g. Schedule 26 (Sustainability) <p>h) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.</p>
14.	Special Terms	<p>1. Regarding Clause 6.5 in the Mid -Tier Terms;</p> <ul style="list-style-type: none"> • The Buyer will endeavour to ensure that the Supplier is provided with reasonable notice to allow any Auditor access to their premises. <p>2. Regarding Schedule 3 Charges</p> <ul style="list-style-type: none"> • If the Authority request the supplier to visit external sites and/or attend workshops outside of what is set out in Schedule 2 (specification), then the supplier can bring forth an expense request to the Authority that is reasonable. This request must be agreed by the Authority prior to the date of expense (including any booking of travel and accommodation).
15.	Sustainability	<p>The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).</p>



16.	Buyer's Environmental Policy	N/A
17.	Social Value Commitment	See Social Value commitments outlined in Schedule 26 (sustainability)
18.	Buyer's Security Policy	N/A
19.	Commercially Sensitive Information	See Schedule 5 for more details Commercially sensitive information includes Local Partnerships proposal to CCAV dated 22 November 2023.
20.	Charges	<i>Total Fixed cost is £184,600 (exc VAT)</i> Details in Schedule 3 (Charges)
21.	Reimbursable expenses	<i>See special term 2.</i>
22.	Payment method	Suppliers must be in possession of a Purchase Order (PO), before submitting their invoice. The PO Number for this contract will be provided to you at the start of the contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to: REDACTED To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section: REDACTED
23.	Service Levels	N/A



24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
25.	Liability	<p>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 150% of the contract value (plus VAT).</p> <p>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 150% of the contract value (plus VAT).</p>
26.	Cyber Essentials Certification	N/A
27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer at a minimum of once every fortnight. • The Supplier shall provide the Buyer with Progress Reports at a minimum of once every fortnight. <p><i>Exact dates will be agreed by both parties during inception meetings.</i></p>
28.	Guarantee	N/A
29.	Virtual Library	N/A
30.	Supplier Contract Manager	REDACTED
31.	Supplier Authorised Representative	REDACTED



32.	Supplier Compliance Officer	N/A
33.	Supplier Data Protection Officer	REDACTED
34.	Supplier Marketing Contact	N/A
35.	Key Subcontractors	REDACTED
36.	Buyers Contract Manager	REDACTED
37.	Buyer Authorised Representative	REDACTED



Department
for Transport

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:	December 20 th 2023	Date:	December 20 th 2023