



Government Office for
Technology Transfer

Technology Transfer and Commercialisation DPS

Annex 4: Call-Off Award Form





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DPS Call-Off Award Form

Thank you for submitting a tender response for the Knowledge Asset Grant Fund (KAGF) Progress and Outcomes Evaluation. This Call-Off Award Form dated 15/08/2023 is being issued in accordance with the Technology Transfer and Commercialisation DPS Contract. This Call-Off Award Form creates the Call-Off Contract in relation to Knowledge Asset Grant Fund (KAGF) Progress and Outcomes Evaluation.

Terms and expressions used in this Call-Off Award Form have the same meanings as in the contract terms set out or referred to in Annex 2 (the **Contract Terms**).

Call-Off Contract Reference:	Jaggaer project number: project_2122 Jaggaer ITT number: itt_952
Relevant Category of the DPS:	Category 2, IP and Commercialisation
Buyer:	The Government Office for Technology Transfer
Supplier:	Simon Hombersley t/a Puntios
Call-Off Start Date:	17/08/2023
Call-Off Expiry Date:	23/10/2023
Call-Off Optional Extension Period:	N/A
Specification of Deliverables and Services:	As described in Annex 1: HSE IP Audit Mini-Competition, 'Specification'



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Charges (including full cost breakdown):	<p>The Charges will be in accordance with Annex 4: Part D of the Cost Breakdown in the supplier's Financials. GOTT will pay on completion of each milestone and the supplier must ensure that the invoice references the relevant milestone and its associated cost breakdown.</p> <table border="1"><thead><tr><th colspan="2">Price Breakdown per Milestone</th></tr></thead><tbody><tr><td><Redacted under s43 of the FOIA></td><td><Redacted under s43 of the FOIA></td></tr><tr><td>Total Price of Milestones</td><td>£49,600</td></tr></tbody></table>	Price Breakdown per Milestone		<Redacted under s43 of the FOIA>	<Redacted under s43 of the FOIA>	Total Price of Milestones	£49,600
Price Breakdown per Milestone							
<Redacted under s43 of the FOIA>	<Redacted under s43 of the FOIA>						
Total Price of Milestones	£49,600						
Reimbursable Expenses:	Expenses to be paid in line with GOTT/DSIT policy and approved						
Financial Transparency Objectives;	The Financial Transparency Objectives do not apply to this Call-Off Contract						
Invoice Information:	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: billinghamfinancialservices.dtiquiries@uksbs.co.uk with <Redacted under s40 of the FOIA> in cc.</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>The Supplier will provide a detailed breakdown of its Charges for the Deliverables in sufficient detail to enable the Buyer to verify the accuracy of any invoice submitted.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number</p>						



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	<p>(if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e., Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to billinghamfinancialservices.dtiquiries@uksbs.co.uk with <Redacted under s40 of the FOIA> in cc.</p> <p>If you have a query regarding an outstanding payment, please contact: billinghamfinancialservices.dtiquiries@uksbs.co.uk with <Redacted under s40 of the FOIA> in cc.</p>
Supplier Authorised Representative :	<Redacted under s40 of the FOIA>
Buyer Authorised Representative:	<Redacted under s40 of the FOIA>
Service Levels:	Service Levels do not apply under this Call-Off Contract. Service Credits do not apply under this Call-Off Contract.
Liability:	<p>For the purposes of Clause 15.1.2 each Party's total aggregate liability in each Contract Year under this Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £100,000 or 150% of the Estimated Yearly Charges.</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 Cap, being £500,000</p>
Insurances:	Public liability Insurance = £2,000,000



	<p>Employers' Liability Insurance = £5,000,000*</p> <p>Professional Indemnity Insurance = £1,000,000</p> <p><i>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i></p>
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Key Personnel:	<Redacted under s40 of the FOIA>
Key Subcontractors:	N/A
Progress Meetings and Progress Reports:	<p>The Supplier shall attend Progress Meetings with the Buyer every month in accordance with the terms of the Call-Off Mini Competition.</p> <p>The Supplier shall provide the Buyer with Progress Reports every month in accordance with the terms of the Call-Off Mini Competition.</p>
Buyer Third Parties:	GOTT's Knowledge Asset Grant Fund Recipients
Owner of New IPR:	GOTT
Commercially Sensitive Information:	None
Cyber Essentials Certification:	Not required
Guarantor:	Not applicable
Incorporated Terms:	<p>The following documents are incorporated into the Call-Off Contract. If the documents conflict, the following order of precedence applies:</p> <ol style="list-style-type: none">1. this Call-Off Award Form;



	<ol style="list-style-type: none">2. the Contract Terms (as set out or referred to in Annex 2), as amended or supplemented by the Call-Off Special Terms (if any) set out in this Call-Off Award Form;3. the Processing Details (as set out in Annex 3);4. the Call-Off Mini Competition (as set out or referred to in Annex 1); and5. the Call-Off Tender Response (as set out or referred to in Annex 4)
Call-Off Special Terms:	None



Formation of Call-Off Contract

By signing and returning this Call-Off Award Form (which may be done by electronic means) the Supplier agrees to enter the Call-Off Contract with the Buyer to provide the Deliverables and Services in accordance with the terms of this Call-Off Award Form (including the Contract Terms and the other Call-Off Incorporated Terms).

Signed for and on behalf of the Parties as follows:

**The Government Office for
Technology Transfer**

Simon Hombersley t/a Puntios

Signature:

Signature:

Name:

Name:

Role:

Role:

Date:

Date:



Annex 1: Call-Off Mini-Competition



GOTT DPS KAGF
Impact Mini-Comp.p



Annex 2: Contract Terms



Annex 2 GOTT
Dynamic Purchasing



Annex 3: Processing Details

The contact details of the Buyer's Data Protection Officer are:

DSIT Data Protection Officer

Department for Science, Innovation & Technology

1 Victoria Street

London

SW1H 0ET

dataprotection@energysecurity.gov.uk

The contact details of the Supplier's Data Protection Officer are:

<Redacted under s43 of the FOIA>

The Processor shall comply with any further written instructions with respect to Processing by the Controller.

Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Buyer is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with Paragraph 2 of Schedule 20 to the Contract Terms and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"><i>Names, personal contact details, and work contact details of KAGF recipients' employees who are involved with this evaluation or have a function in supporting the delivery of this evaluation.</i> <p>The Supplier is Controller and the Buyer is Processor</p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with Paragraph 2 of Schedule 20 of the following Personal Data:</p>



	<ul style="list-style-type: none"><i>Names, and contact details of Simon Hombersley t/a Puntios' staff who are working on this evaluation.</i> <p>The Parties are Joint Controllers</p> <p>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</p> <p>N/A</p> <p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none">Business contact details of Supplier Personnel for which the Supplier is the Controller, Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer's duties under the Contract) for which the Buyer is the Controller,
Duration of the Processing	17/08/2023 - 23/10/2023
Nature and purposes of the Processing	For the purpose of undertaking an evaluation of the KAGF. This includes recording the names, personal contact details, and work contact details of KAGF recipients' employees who are involved with this evaluation or have a function in supporting the delivery of this evaluation.
Type of Personal Data	name, address, number, telephone number, professional position.



Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under law to preserve that type of data	3 calendar years from 17/08/23
Locations at which the Supplier and/or its Sub-contractors process Personal Data under this Contract	Simon Hombersley t/a Puntios' business premises.
Protective Measures that the Supplier and, where applicable, its Sub-contractors have implemented to protect Personal Data processed under this Contract Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	Project information will be hosted on secure data servers. Access to project documents, including personal data, will be restricted to those KAGF, GOTT, and Simon Hombersley t/a Puntios' employees who are directly involved with this evaluation.



Annex 4: Call-Off Tender Response

<Redacted under s43 of the FOIA>