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The Short form Contract

Order Form

1. Contract Reference	C140222/ PRO 5751	
2. Date	10 th February 2023	
3. Buyer	UK Health Security Agency Nobel House, 17 Smith Square London SW1P 3JR	
4. Supplier	Budd Sunny View Iden Green Kent TN17 4HB Company registration number 4172544	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any [Annex/Annexes].</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	[None]
	Services	<p>Resources:</p> <ul style="list-style-type: none"> - Documented playbook - Project architect - how things get done, templates to use, set up meetings. review meetings - Coach to project lead and stakeholders - informal and formal - Coach to day to day project - If used, then set up and training in the use of tools (Markus) - In addition we may require a non-exec review board including Bill and David. Also Jo Hale who used this approach

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		<p>and tools for several years at RAC and is now working in the NHS</p> <p>Scope:</p> <ul style="list-style-type: none"> - Support you to deliver your own results, by giving you the methods and coaching you to use them - Expertise to set up right first time - Bring energy to the debates - Insight to the data - Facilitation of the understanding of what to do
7. Specification	<p>The specification of the Deliverables is as set out below.</p> <div style="text-align: center;">  <p>Statement%20of%20Requirements.docx</p> </div>	
8. Term	<p>The Term shall commence when the contract is fully signed.</p> <p>and the Expiry Date shall be 31st March 2023.</p>	
9. Charges	£20,000 excluding VAT	
10. Payment	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <div style="background-color: black; height: 1.2em; width: 200px; margin-bottom: 5px;"></div> <p>Accounts Payable; UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648</p> <p>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.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to</p> <div style="background-color: black; height: 1.2em; width: 200px; margin-bottom: 5px;"></div> <p>or by telephone</p> <p>Contact number for all invoice related queries: [REDACTED]</p> <div style="background-color: black; height: 1.2em; width: 280px; margin-top: 5px;"></div>	

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	between 09:00-17:00 Monday to Friday.								
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>								
12. Address notices for	<table border="0"> <tr> <td>Buyer:</td><td>Supplier:</td></tr> <tr> <td>[REDACTED] Nobel House, 17 Smith Square London SW1P 3JR</td><td>[REDACTED] Sunny View Iden Green Kent TN17 4HB</td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td></tr> </table>	Buyer:	Supplier:	[REDACTED] Nobel House, 17 Smith Square London SW1P 3JR	[REDACTED] Sunny View Iden Green Kent TN17 4HB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
13. Key Personnel	<table border="0"> <tr> <td>Buyer:</td><td>Supplier:</td></tr> <tr> <td>[REDACTED] Nobel House, 17 Smith Square London SW1P 3JR</td><td>[REDACTED] Sunny View Iden Green Kent TN17 4HB</td></tr> <tr> <td>[REDACTED] [REDACTED] [REDACTED]</td><td>[REDACTED]</td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td></tr> </table>	Buyer:	Supplier:	[REDACTED] Nobel House, 17 Smith Square London SW1P 3JR	[REDACTED] Sunny View Iden Green Kent TN17 4HB	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED] [REDACTED] [REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
14. Procedures and Policies	<p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>								

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<div>Signed for and on behalf of the Supplier</div> <div></div>	<div>Signed for and on behalf of the Buyer</div> <div></div>
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Annex 1 – Authorised Processing Template

Contract:	C140222/ PRO 5751
Date:	10 th February 2023
Description Of Authorised Processing	Details
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	