

[Subject to Contract]

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The Short Form Contract

SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES

I. Cover Letter



UKHSA
10 South Colonnade
London

E14 4PU
T +44 (0)20 0000 1234
F +44 (0)20 0000 1234
www.gov.uk/ukhsa

Royal College of Nursing
20 Cavendish Square, London W1G 0RN
Attn: [REDACTED]
By email to: [REDACTED]

Date: 13/05/2025
Your ref: C351128

Dear [REDACTED]

Following your proposal for the supply of *Mental Health Support and Quality Improvement for UKOT Nurses* to UKHSA UKOTs Team we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the Annexes set out the terms of the Contract between Royal College of Nursing and UKHSA for the provision of the Deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of this Contract to UKHSA: [REDACTED] We will then arrange for the Order Form to be signed via DocuSign, which will create a binding contract between us.

No other form of acknowledgement will be accepted. Please remember to include the reference number(s) above in any future communications relating to this Contract.

Yours faithfully,

[REDACTED]

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Order Form

1. Contract Reference	C351128	
2. Buyer	UKHSA 10 South Colonnade London E14 4PU	
3. Supplier	Royal College of Nursing 20 Cavendish Square London W1G 0RN	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <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 <i>Annexes</i></p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p>	
5. Deliverables	Goods	None
	Services	Specialist training, tailored resources and support, delivery of action-learning sets and provision of quality improvement projects. Services to be provided are fully detailed and outlined in Annex 2.
6. Specification	The specification of the Deliverables is as set out Annex 2 – Specification	
7. Start Date	See the contract signature date	
8. Expiry Date	31 st March 2026	
9. Extension Period	Not applicable	

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10. Optional Intellectual Property Rights ("IPR") Clauses	Clause 10 of the Conditions provides that each Party retains its Existing IPR, and New IPR belongs to the Buyer (with a license granted to the Supplier for use).
11. Charges	<p>The Charges for the Deliverables shall be as set out in Annex 3 – Cost Model</p> <p>The value of the contract is £54,166.67 excluded VAT.</p> <p>The value may increase if the optional requirement for International travel and in-person meetings are agreed by both parties.</p>
12. Payment	<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:</p> <p>UKHSA ACCOUNTS PAYABLE TEAM MANOR FARM ROAD PORTON DOWN SALISBURY SP4 0JG UNITED KINGDOM EMAIL: [REDACTED]</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>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (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>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>

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13. Data Protection Liability Cap	In accordance with clause 12.5 of the Conditions, the Supplier's total aggregate liability under clause 14.7(e) of the Conditions is no more than the Data Protection Liability Cap, being [REDACTED]								
14. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend progress meetings with the Buyer every month. • The Supplier shall provide the Buyer with progress reports every Quarter 								
15. 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>								
16. Supplier 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>								
17. Address for notices	<table border="0"> <tr> <td>Buyer:</td><td>Supplier:</td></tr> <tr> <td>UKHSA UKHSA 10 South Colonnade London E14 4PU</td><td>Royal College of Nursing 20 Cavendish Square, London W1G 0RN</td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td></tr> <tr> <td>Email: [REDACTED]</td><td>Email: [REDACTED]</td></tr> </table>	Buyer:	Supplier:	UKHSA UKHSA 10 South Colonnade London E14 4PU	Royal College of Nursing 20 Cavendish Square, London W1G 0RN	[REDACTED]	[REDACTED]	Email: [REDACTED]	Email: [REDACTED]
Buyer:	Supplier:								
UKHSA UKHSA 10 South Colonnade London E14 4PU	Royal College of Nursing 20 Cavendish Square, London W1G 0RN								
[REDACTED]	[REDACTED]								
Email: [REDACTED]	Email: [REDACTED]								

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18. Key Staff	<p>Key Staff Role: Commercial Officer</p> <p>Key Staff Name: [REDACTED]</p> <p>Contact Details: [REDACTED]</p> <p>Key Staff Role: Workforce Development Lead</p> <p>Key Staff Name: [REDACTED]</p> <p>Contact Details: [REDACTED]</p>
19. Procedures and Policies	<p>For the purposes of the Contract the:</p> <p>https://www.gov.uk/government/publications/security-policy-framework</p> <p>https://www.gov.uk/government/publications/environmental-and-sustainability-policy</p> <p>https://www.gov.uk/government/publications/crown-commercial-service-social-value-policy</p>
20. Special Terms	<p>Special Term 1 -</p> <p><i>Modern Slavery:</i></p> <p><i>The Supplier shall comply with any request by the Buyer to complete the Modern Slavery Assessment Tool, which can be found online at:</i></p> <p><i>https://supplierregistration.cabinetoffice.gov.uk/msat, within sixty (60) days of such request.</i></p>
21. Incorporated /terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> a) The cover letter from the Buyer to the Supplier b) This Order Form

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	<p>c) The following Annexes in equal order of precedence:</p> <ul style="list-style-type: none">i. [REDACTED]ii. Annex 2 – Specificationiii. Annex 3 – Chargesiv. Annex 4 – Not usedv. Annex 5 – Not used
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<p>Signed for and on behalf of the Supplier</p> <p>Signed by: [REDACTED]</p> <p>Date Signed: 15/05/2025</p>	<p>Signed for and on behalf of the Buyer</p> <p>DocuSigned by: [REDACTED]</p> <p>Date Signed: 15th May 2025</p>
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