



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.	Buyer	The Secretary of State for the Department for Levelling Up, Housing and Communities (the Buyer) 2 Marsham Street London SW1P 4DF
2.	Supplier	Name: Home Connections Lettings Limited Address: North Road, United House, N7 9DP, London Registration number: 05375099
3.	Contract	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 CF-0004300D4J000000EMd3UAG (FTS Contract Notice).
4.	Contract reference	CPD4124090 – Provision of Public Focused Digital Service to Support the end of Rough Sleeping
5.	Deliverables	See Schedule 2 (Specification) for further details.
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 do not 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	17 th May 2023



10.	Expiry Date	Two (2) Years From Contract Award.
11.	Extension Period	<p>DLUHC reserve the right to extend the service for the Provision of Public Focused Digital Service to Support the End of Rough Sleeping for Two (2) Years via exercisable Option.</p> <p>This explicitly means that DLUHC reserves the right to extend for a further two years, after the initial two year Period.</p>
12.	Ending the Contract without a reason	<p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.</p> <p>Upon any termination in accordance with Clause 14.3, the Buyer shall pay to the Supplier the costs that the Supplier has incurred directly as a result of the early termination of the Contract which are unavoidable, reasonable and not capable of recovery as long as the Supplier provides a fully itemised and costed schedule with evidence. The maximum value of this payment is limited to the total costs which would have been paid to the Supplier as part of the Charges if the Contract had not been terminated.</p>
13.	Incorporated Terms (together these documents form the " the Contract ")	<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">a) This Award Formb) Core Termsc) Schedule 36 (Intellectual Property Rights)d) Schedule 1 (Definitions)e) Schedule 6 (Transparency Reports)f) Schedule 7 (Staff Transfer)g) Schedule 20 (Processing Data)h) The following Schedules (in equal order of precedence):<ul style="list-style-type: none">a. Schedule 2 (Specification)b. Schedule 3 (Charges)c. Schedule 5 (Commercially Sensitive Information)d. Schedule 13 (Contract Management)e. Schedule 19 (Cyber Essentials Scheme)f. Schedule 21 (Variation Form)g. Schedule 22 (Insurance Requirements)



		<p>h. Schedule 25 (Rectification Plan)</p> <p>i. Schedule 26 (Sustainability)</p> <p>j. Schedule 27 (Key Subcontractors)</p> <p>i) 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.</p>
14.	Special Terms	<p><u>TUPE</u></p> <p>There is a very low likelihood of TUPE however, it is Home Connections responsibility to take your own advice and consider whether TUPE is likely to apply in the particular circumstances of the contract and to act accordingly.</p> <p><u>Data Protection</u></p> <p>Home Connections will act as an independent data controller and DLUHC does not have any controller of processor responsibilities.</p>
15.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	Buyer's Environmental Policy	Available at: https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments in Schedule 4 – Tender.
18.	Buyer's Security Policy	Available at: https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework
19.	Commercially Sensitive Information	Schedule 5 (Commercially Sensitive Information)
20.	Charges	<p>The Contract Value is eight hundred and nine thousand, one hundred pounds (£849,100) exclusive of VAT for the initial two (2) year period.</p> <p>Charges under this Contract shall be in accordance with Schedule 3 – Charges</p>



21.	Reimbursable expenses	N/A
22.	Payment method	<p>All invoices are to be submitted to: CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.</p> <p>Email address: CLGInvoices@communities.gov.uk</p>
23.	Service Levels	All performance requirements set out in Schedule 2 – Specification.
24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
25.	Liability	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 £5 million.
26.	Cyber Essentials Certification	<p>All development work, including the development of code, that takes place in India must be reviewed and confirmed as secure by Security Cleared staff based the UK and by an appropriately scoped IT Health CHECK that includes a code review</p> <p>Staff based in India must not have access to live data or logs that may contain live data</p> <p>ISO27001 and Cyber Essentials Plus Certifications must be maintained and the scope of the service to be provided must remain within their respective scopes</p> <p>Any material change, including to the evidence supporting the Assurance Findings, must be reported</p>
27.	Progress Meetings and Progress Reports	<p>Attend quarterly progress meetings, via Teams or face-to-face, with the DLUHC project team. Payments will be scheduled for after these meetings and payments will be made if DLUHC project team is satisfied with progress.</p> <p>Progress reports to be provided by email by the Supplier no later than seven days before scheduled progress meetings.</p> <p>More details found withing Schedule 2 – Specification.</p>



28.	Guarantee	Not Applicable
29.	Virtual Library	Not Applicable
30.	Supplier Contract Manager	[REDACTED] Operations Director [REDACTED]
31.	Supplier Authorised Representative	[REDACTED] Project Manager [REDACTED]
32.	Supplier Compliance Officer	[REDACTED] Head of Project [REDACTED]
33.	Supplier Data Protection Officer	[REDACTED] Head of Infrastructure [REDACTED]
34.	Supplier Marketing Contact	[REDACTED] Marketing Manager [REDACTED]
35.	Key Subcontractors	<u>Key Subcontractor 1</u> Unboxed Consulting Ltd 2nd floor, 60-62 Commercial Street London E1 6LT Consultancy/Professional services provided <u>Key Subcontractor 2</u> HyTech Professionals India Pvt Ltd A-89, Sector 63, Noida, 201301, India Software Development and Product Engineering



36.	Buyer Authorised Representative	[REDACTED] Rough Sleeping Team Leader DLUHC Contract Manager [REDACTED]
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Operations Director	Role:	Associate Commercial Specialist
Date:	16 th May 2023	Date:	17 th May 2023

Schedule 2 Specification



Schedule 2 -
Specification.pdf

Schedule 3 Charges

[REDACTED]

Schedule 4 Tender

[REDACTED]

Core Terms



DLUHC Core Terms
and Conditions.pdf