



Ministry of Housing,
Communities &
Local Government

Award Form

Please note that this and all future correspondence exchanged between this authority and [contractor/ firm] is to be treated as strictly subject to contract until such time as binding contracts shall have been validly concluded between [our respective clients] relating to this proposed transaction. Your continued correspondence with us shall be taken as a firm acceptance of this understanding on behalf of yourselves and your clients

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 Housing, Communities and Local Government (the Buyer) Fry Building 2 Marsham Street London SW1P 4DF
2.	Supplier	Name: TBA name (registered name if registered)] Address: TBA address registered address if registered] Registration number: TBA registration number if registered] SID4GOV ID: TBA SID4GOV ID if you have one]
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 the Official Journal of the European Union reference TBC reference number] (OJEU Contract Notice).
4.	Contract reference	CPD 004 121 149 Lot x - TBA – On contract award
5.	Deliverables	Aggregate Working Parties (AWP's) are joint local government-central government-industry bodies that monitor the supply, demand and reserves of, all aggregates including both primary aggregate and alternative (secondary and recycled aggregates) sources in Local Authority areas. They also consider the implications of supply to, and from, these areas. To function effectively each of the 9 AWP's require the services of an effective and impartial secretariat. Each AWP covers an area of Mineral Planning Authorities in England. The requirement from the Secretariat under this contract is that for each Lot a contractor provides a range of technical, administration and secretarial service. See Schedule 2 (Specification) for further details.
6.	Start Date	1st April 2021
7.	End Date	31st March 2025
8.	Extension Period	Up to one year in any increment up to the 31 st March 2026 (4 years + 1 year)

		A break clauses will be included at the end of year one of the contract.
9.	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> <ol style="list-style-type: none"> 1. This Award Form 2. Any Special Terms (see Section 10 Special Terms in this Award Form) 3. Schedule 1 (Definitions) 4. Schedule 20 (Processing Data) 5. The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> • Schedule 2 (Specification) • Schedule 3 (Charges) • Schedule 5 (Commercially Sensitive Information) • Schedule 6 (Transparency Reports) • Schedule 10 (Service Levels) • Schedule 13 (Contract Management) • Schedule 16 (Security) • Schedule 19 (Cyber Essentials Scheme) • Schedule 20 (Processing Data) • Schedule 21 (Variation Form) • Schedule 22 (Insurance Requirements) • Schedule 23 (Guarantee) • Schedule 25 (Rectification Plan) • Schedule 27 (Key Subcontractors) • Schedule 28 (ICT Services) • Schedule 30 (Exit Management) 6. Core Terms (version 1.0) 7. Schedule 26 (Corporate Social Responsibility) 8. Schedule 4 (Tender) as long as any part of the Tender that offers a better commercial position for the Buyer takes precedence over the documents above

10.	Special Terms	N/A
11.	Buyer's Environmental Policy	Greening Government Commitments Annual Report [April 2020] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf
12.	Buyer's Security Policy	Schedule 16
13.	Social Value Commitment	Not applicable to this contract
14.	Commercially Sensitive Information	Supplier's Commercially Sensitive Information: Schedule 5
15.	Charges	Fixed For life of contract Details in Schedule 3 (Charges)
16.	Reimbursable expenses	None
17.	Payment method	BACS following a correct invoice Invoices will be sent to CLGInvoices@communities.gov.uk CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN. All invoices must include a breakdown of costs within the invoice period showing the resources used, total days of resource used in period, day rate of each resource and total cost of each resource within the invoice period.
18.	Service Levels	In accordance with Schedule 10 (Service Levels- Service credits are not applicable
19.	Insurance	Details in Schedule 22 (Insurance Requirements).
20.	Liability	In accordance with Clause 11.1 of the Core Terms each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than £ 150 % of the Estimated Yearly Charges

21.	Cyber Essentials Certification	<ul style="list-style-type: none"> [Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)]
22.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> The Supplier shall attend Progress Meetings with the Buyer as requested The Supplier shall provide the Buyer with Progress Reports annually
23.	Guarantee	To be inserted at contract award.
24.	Supplier Contract Manager	<p>TBA – On contract award</p> <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
25.	Supplier Authorised Representative	<p>TBA – On contract award</p> <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
26.	Supplier Compliance Officer	<p>TBA – On contract award</p> <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
27.	Supplier Data Protection Officer	<p>TBA – On contract award</p> <p>[Insert name]</p> <p>[Insert job title]</p>

		<p>[Insert email address]</p> <p>[Insert phone number]</p>
28.	Supplier Marketing Contact	<p>TBA – On contract award</p> <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
29.	Key Subcontractors	<p>TBA – On contract award</p> <p>Key Subcontractor 1</p> <p>Name (Registered name if registered) [insert name]</p> <p>Registration number (if registered) [insert number]</p> <p>Role of Subcontractor [insert role]</p>
30.	Buyer Authorised Representative	<p>Joanna Means</p> <p>Senior Procurement Advisor</p> <p>Joanna.means@communities.gov.uk</p>

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

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