

Award Form

1.	Buyer	<p>The Department for Business, Energy and Industrial Strategy (the Buyer).</p> <p>Its offices are:</p> <ul style="list-style-type: none"> • 1 Victoria Street, London, SW1H 0ET; • Offshore Petroleum Regulator for Environment and Decommissioning, AB1 Building, Crimon Place, Aberdeen, AB10 1BJ
2.	Supplier	<p>Name: [Insert name (registered name if registered)]</p> <p>Address: [Insert address registered address if registered]</p> <p>Registration number: [Insert registration number if registered]</p> <p>SID4GOV ID: [Insert SID4GOV ID if you have one]</p>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>This opportunity is advertised as a Contract Notice on the Find a Tender Service, reference TBC.</p>

4.	Contract reference	CS21134
5.	Deliverables	<p>Levels of work performed under the contract are variable (on an 'as needed' basis often at short notice) depending on activity levels, OPRED workload and evolving policy priorities. Normally an annual workplan will be agreed at the start of each financial year but may change in-year depending on priorities. Normally work is broken down into a series of mini-projects (typically £10k - £50k each), as required by OPRED specialists, and a detailed work plan with associated deliverables for each project is agreed with the contractor in accordance with an agreed pricing schedule.</p> <p>Final reports will be required as a deliverable for all projects undertaken, and must be to a high technical standard, documenting the authors, background, aims and objectives, input data, model description, history matching if any, sensitivity runs if any, results, plots, conclusions, recommendations, advances in knowledge and understanding achieved, references and distribution list. Reporting of the results will need to be supported by modern electronic media and formats. It is also the intention that all reports should be maintained on a secure area by the contractor for access by OPRED specialists. Copies of final reports (electronic) will additionally be sent to the relevant OPRED project officer (copied to the OPRED Senior Responsible Manager) and archiving will normally be done electronically with source files on CD-ROM and or USB Flash Drive, paper copies being retained in special circumstances.</p> <p>At the completion of a project, the contractor will be required to return to OPRED all confidential documents which have been provided to undertake the project. The contractor may also be required to provide OPRED with the model input data files as they stand at the end of the project for possible use by OPRED in further modelling work. The contractor will also provide the OPRED Senior Responsible Manager with a project close-out record stating results and how objectives have been met within estimated costs.</p> <p>See Schedule 2 (Specification) for further details.</p>
6.	Start Date	Monday 2 nd August 2021
7.	End Date	Friday 31 st March 2026
8.	Extension Period	No extension period available.

9.	<p>Incorporated Terms</p> <p>(together these documents form the 'the Contract')</p>	<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. Core Terms (version 1.0) 4. Schedule 1 (Definitions) 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 7 (Staff Transfer) – ONLY PART E APPLIES • Schedule 8 (Implementation Plan & Testing) • Schedule 11 (Continuous Improvement) • Schedule 13 (Contract Management) • Schedule 14 (Business Continuity and Disaster Recovery) • Schedule 16 (Security) • Schedule 19 (Cyber Essentials Scheme) • Schedule 21 (Variation Form) • Schedule 22 (Insurance Requirements) • Schedule 23 (Guarantee) • Schedule 24 (Financial Difficulties) • Schedule 25 (Rectification Plan) • Schedule 27 (Key Subcontractors) • Schedule 29 (Key Supplier Staff) • Schedule 30 (Exit Management) 6. Schedule 26 (Corporate Social Responsibility)
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		7. 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	The winning tenderer shall be provided with the policy prior to contract execution.
12.	Buyer's Security Policy	Not included
13.	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)
14.	Commercially Sensitive Information	TBC: Schedule 5
15.	Charges	TBC Details in Schedule 3 (Charges)
16.	Reimbursable expenses	None
17.	Payment method	Payments will be made via BACS within 30 days of submission of a valid invoice (to include detail of the relevant Purchase Order number, work package undertaken, with a clear breakdown of day rates in line with your price submission.
18.	Service Levels	Not applicable
19.	Insurance	Details in Annex of 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 £5 million
21.	Cyber Essentials Certification	Cyber Essentials Scheme Basic Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)
22.	Progress Meetings and Progress Reports	As per Schedule 13 – Contract Management
23.	Guarantee	TBC

24.	Supplier Contract Manager	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
25.	Supplier Authorised Representative	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
26.	Supplier Compliance Officer	<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>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
28.	Supplier Marketing Contact	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
29.	Key Subcontractors	<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> <p>[Guidance: copy above lines as needed]</p>

30.	Buyer Authorised Representative	<p>Operational Contract Manager:</p> <p>Mark Shields (contact information TBC)</p> <p>Finance and Commercial Contract Manager:</p> <p>Head of Procurement Professional Services UK Shared Business Services (contact information TBC)</p>
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	