

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

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

I. Cover Letter



UK Health
Security
Agency

UKHSA, 5th Floor
10 South Colonnade
London
E14 4PU

Resilient Training Solutions Ltd
20 Ketts Hill
Necton, Swaffham
Norfolk
PE37 8HX

Attn: Resilient Training Solution Ltd

Date: 07/12/2023

Our ref: PRO5935- HEP RR Associate Trainer

Dear [REDACTED]

Following your tender/proposal for the supply of the lecture and assessment services for the RSPH Level 4 Diploma in HEP RR to the UKHSA, we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the Annex 1 and Annex 5 set out the terms of the Contract between the UKHSA and the Resilient Training Solutions Ltd 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 by signing and returning the Order Form to the UKHSA commercial at the following email: [REDACTED] within 7 days from the date of the Order Form. 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.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us/You should arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

[REDACTED]

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

II. Order Form

1. Contract Reference	C216132- Associate trainer HEPRR qualifications	
2. Buyer	10 SOUTH COLONNADE London E14 4PU	
3. Supplier	Resilient Training Solutions Ltd 20 Ketts Hill Necton Swaffham Norfolk PE37 8HX	
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	<p>This contract does not infer any payments to the Contractor. Payment will only be made if work is requested by the Agency and undertaken by the Contractor. There is no guarantee of any work implied by this contract, however the contract is for:</p> <p>face to face associate training delivery of the Royal Society for Public Health, Level 4 Diploma in Health Emergency Preparedness, Resilience and Response Units 2-6, including preparation of materials prior to delivery.</p> <p>To be delivered at conferences/training venues at locations to be confirmed.</p>

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

		<p>Assessment and marking of assignments for Units 1, 2-3, 4-5, 6 & 8</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table> <p>[REDACTED]</p> <table><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr><tr><td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr></table>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								
[REDACTED]	[REDACTED]	[REDACTED]																																																																								

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

		<table border="1"> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>██████</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> <tr><td>██████</td><td>█</td><td>██████████</td></tr> </table> ██████ █████ █████ █████ █████ █████ █████ ██ ██ 	██████	█	██████████	██████	██████	██████████	██████	██████	██████████	██████	██████	██████████	██████	██████	██████████	██████	██████	██████████	██████	██████	██████████	██████	█	██████████	██████	█	██████████	██████	█	██████████	██████	█	██████████	██████	█	██████████	██████	█	██████████	██████	█	██████████
██████	█	██████████																																										
██████	██████	██████████																																										
██████	██████	██████████																																										
██████	██████	██████████																																										
██████	██████	██████████																																										
██████	██████	██████████																																										
██████	██████	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
██████	█	██████████																																										
6. Specification	Specification of services required Resilient Training Solutions will be contracted to deliver Units 4-6 on the face-to-face HEPRR programme, support on other units may be required with prior agreement. Also, the supplier will be contracted to assess Units 1 - 6 & Unit 8 by providing first and second markers. ██ ██ ██ ██																																											
7. Start Date	01.01.2024																																											
8. Expiry Date	31.12.2026																																											
9. Extension Period	The Buyer may extend the Contract for two (2) periods of up to 12 months by giving not less than 30 Days' notice in writing to the Supplier prior to the Expiry Date. The Conditions of the Contract shall apply throughout any such extended period.																																											
10. Optional Intellectual Property Rights ("IPR") Clauses	Part A of Annex 5 (Option 2): Buyer ownership of all New IPR with limited Supplier rights to all New IPR in order to deliver the Contract																																											

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

11. Charges	<p>The Charges for the Deliverables shall be invoiced to the buyer for pre-agreed contractual work.</p> <div></div> <p>Contract value shall not exceed £ £24,000.00 (incl.VAT) per annum and total £72,000.00 (incl.VAT) over three years.</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>UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG</p> <p>UKHSA VAT No: GB888851648</p> <div></div> <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>Payments will be made to</p>

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

	<p>[REDACTED]</p> <p>If you have a query regarding an outstanding payment please contact our team by email to:</p> <p>[REDACTED]</p>						
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 £500,000.						
14. Progress Meetings and Progress Reports	<p>Progress meetings and reports will be via:</p> <ul style="list-style-type: none"> • A kick-off meeting at the start of each new programme to review content and awarding body requirements • Pre-course/unit meetings to review course content and resources • Attend Standardisation meeting with Centre nominated Internal Quality Assessor and assessors prior to each assessment 						
15. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>						
16. Supplier Authorised Representative(s)	<p>For general liaison your contact is as follows:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>						
17. Address for notices	<table border="0"> <tr> <td>Buyer:</td> <td>Supplier:</td> </tr> <tr> <td>UKHSA</td> <td>Resilient Training</td> </tr> <tr> <td>10 South Colonnade</td> <td>Solutions Ltd</td> </tr> </table>	Buyer:	Supplier:	UKHSA	Resilient Training	10 South Colonnade	Solutions Ltd
Buyer:	Supplier:						
UKHSA	Resilient Training						
10 South Colonnade	Solutions Ltd						

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

	<p>London E14 4PU</p> <p>20 Ketts Hill, Necton Swaffham Norfolk PE37 8HX</p> <p>[REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
18. Key Staff	<p>[REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
19. Procedures and Policies	<p>For the purposes of the Contract the: The Contractor is under obligation to maintain the General Data Protection regulations where applicable. Effective information governance, security management, and ensuring personal information assessment data are kept secure, will be essential.</p>
20. Special Terms	<p>Special Term 1</p> <p>The Buyer requires the Supplier to ensure that any person employed in the Delivery of the Deliverables is working within the Professional Standards for Teachers and Trainers published by the Society for Education and Training: https://set.et-foundation.co.uk/your-career/the-professional-standards/the-20-professional-standards-to-enhance-your-practice</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>

[Subject to Contract]

Crown Copyright 2022

The Short Form Contract

	<div>a) The cover letter from the Buyer to the Supplier dated 04/12/2023</div> <div>b) This Order Form</div> <div>c) Any Special Terms (see row 20 (Special Terms) in this Order Form)</div> <div>d) Conditions (as they may be amended by Annex 5 – Optional IPR Clauses</div> <div>e) The following Annexes in equal order of precedence: Annex 1 – Processing Personal Data Annex 5- Part A Option 2</div>

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
<div></div>	
Date Signed: 09/01/2024	Date Signed: 11th January 2024