



AUTHORITY: The Secretary of State for the Home Department

Contract for the provision of the Refugee Employability Programme

Contract Award Form

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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 Home Department, Home Office (the Buyer). Its offices are on: 2 Marsham Street London SW1P 4DF
2.	Supplier	Name: [REDACTED] Address: [REDACTED] Registration number: [REDACTED] SID4GOV ID: N/A
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 C22261 (FTS Contract Notice).
4.	Contract reference	C22261
5.	Deliverables	'The Refugee Employability Programme will ensure that refugees, arriving via safe and legal routes, have the tools they need to become fully independent and provide for themselves and their families. The core element to the package will be providing 'tailored and flexible employment support arrangements to refugees. See Schedule 2 (Specification) for further details.
6.	Buyer Cause	Any breach of 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 apply to this Contract. See Clause 3.1.3 for further details.

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8.	Financial Transparency Objectives	The Financial Transparency Objectives apply to this Contract. See Clause 6.3 for further details.
9.	Start Date	<i>12th June 2023</i>
10.	Expiry Date	<i>11th June 2025</i>
11.	Extension Period	Initial 12 - months optional extension period Extension exercised where the Buyer gives the Supplier no less than 3 Months' written notice before the Contract expires
12.	Ending the Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3. Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be 3 months.
13.	Incorporated Terms (together these documents form the " the Contract ")	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: <ul style="list-style-type: none"> a) This Award Form b) Any Special Terms (see Section 14 (Special Terms) in this Award Form) c) Core Terms d) Schedule 36 (Intellectual Property Rights) e) Schedule 1 (Definitions) f) Schedule 6 (Transparency Reports) g) Schedule 20 (Processing Data) h) 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 7 (Staff Transfer) • Schedule 8 (Implementation) • Schedule 10 (Service Levels) • Schedule 11 (Continuous Improvement) • Schedule 12 (Benchmarking) • Schedule 13 (Contract Management)

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		<ul style="list-style-type: none"> • Schedule 14 (Business Continuity and Disaster Recovery) • Schedule 16 (Security) • Schedule 18 (Supply Chain Visibility) • 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 26 (Sustainability) • Schedule 27 (Key Subcontractors) • Schedule 29 (Key Supplier Staff) • Schedule 30 (Exit Management) • Schedule 32 (Background Checks) • Schedule 37 (Corporate Resolution Planning Information) • Schedule 38 (Social Value) <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	Special Term 1 – The Supplier may not use the funding allocated to this Contract for any activities other than those required to achieve service delivery of the Refugee Employability Programme, and as more fully described in Schedule 2 Specification
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	Appended at Schedule 38 (Social Value)
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and provide the Social Value Reports as set out in Schedule 26 (Sustainability) and Schedule 38 (Social Value)

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18.	Buyer’s Security Policy	Details in Schedule 16 (Security)
19.	Commercially Sensitive Information	Details in Schedule 5 (Commercially Sensitive Information)
20.	Charges	Details in Schedule 3 (Charges)
21.	Reimbursable expenses	Recoverable as set out in Schedule 3 (Charges)]
22.	Payment method	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED] and can be in the following formats; pdf, tiff, jpeg or png, (Excel is not supported.) Alternatively, hard copy invoices may be posted to;</p> <p>Home Office Shared Services, HO Box [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>Within [10] working days of receipt of your countersigned copy of this letter, 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00-17:00 Monday to Friday.</p>
23.	Service Levels	<p>Service Credits will accrue in accordance with Schedule 10 (Service Levels)</p> <p>The Service Credit Cap is: 10% of the monthly service charges (excluding Pass Through Costs).</p>
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

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		otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges
26.	Cyber Essentials Certification	Details in Schedule 19 (Cyber Essentials Scheme)
27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer every quarter as part of the Quarterly Commercial Review Meetings. • The Supplier shall provide the Buyer with Progress Reports every month. • Progress Meetings and requirements outlined in Schedule 2 Specification, Annex 1
28.	Virtual Library	<p>In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)</p> <ul style="list-style-type: none"> • the period in which the Supplier must create and maintain the Virtual Library, is as set out in that Paragraph • the Supplier shall update the Virtual Library every week.
29.	Supplier Contract Manager	[REDACTED]
30.	Supplier Authorised Representative	[REDACTED]
31.	Supplier Compliance Officer	[REDACTED]
32.	Supplier Data Protection Officer	[REDACTED]
33.	Supplier Marketing Contact	[REDACTED]
34.	Key Subcontractors	N/A

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35.	Buyer Authorised Representative	[REDACTED]
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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:	

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