



Department for Levelling Up,  
Housing & Communities

# 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.

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|----|---------------------------|---|
| 1. | <b>Buyer</b>              | The Secretary of State for the Department for Levelling Up, Housing and Communities (the Buyer)<br><br>2 Marsham Street London SW1P 4DF   |
| 2. | <b>Supplier</b>           | Name: CIPFA Business Limited<br>Address: 77 Mansell Street, London, E1 8AN<br><br>Registration number: 02376684   |
| 3. | <b>Contract</b>           | This Contract between the Buyer and the Supplier is for the supply of Deliverables.<br><br>This opportunity is advertised in the Contract Notice on Find a Tender reference 2022/S 000-029142 |
| 4. | <b>Contract reference</b> | CPD4124050  |

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| <b>5.</b> | <b>Deliverables</b>   | <p>DLUHC wishes to appoint a new Supplier to enable timely commissioning of external assurance reviews to support several workstreams including but not limited to:</p> <ul style="list-style-type: none"> <li>- Decisions relating to Exceptional Financial Support.</li> <li>- Decisions relating to statutory or non-statutory intervention in Local Authorities demonstrating evidence of significant risk, issues and / or failure relating to their best value duty.</li> <li>- Actions taken in connection to incoming capital powers as set out within the Levelling Up and Regeneration Bill.</li> </ul> <p>See Schedule 2 (Specification) for further details.</p> |
| <b>6.</b> | <b>Start Date</b>   | November 2022  |
| <b>7.</b> | <b>End Date</b>   | Twelve (12) Months from Contract Award   |
| <b>8.</b> | <b>Extension Period</b>                                     | <p>DLUHC reserve the right to extend the service for the Provision of External Assurance Reviews of Local Authorities for Twelve (12) months via exercisable Option.</p> <p>The total, maximum budget for this requirement over the total maximum length of this contract (which is for an initial 12 months with an option to extend for a further 12 months) is £984,000 exclusive of VAT.</p>   |
| <b>9.</b> | <b>Incorporated Terms</b><br><br>(together these documents) | <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"> <li>1. This Award Form</li> </ol>  |

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|     | form the 'the Contract')                  | <p>2. Any Special Terms (see <b>Section 10 Special Terms</b> in this Award Form)</p> <p>3. Schedule 1 (Definitions)</p> <p>4. The following Schedules (in equal order of precedence):</p> <ul style="list-style-type: none"> <li>• Schedule 2 (Specification)</li> <li>• Schedule 3 (Charges)</li> <li>• Schedule 5 (Commercially Sensitive Information)</li> <li>• Schedule 20 (Processing Data)</li> <li>• Schedule 21 (Variation Form)</li> <li>• Schedule 22 (Insurance Requirements)</li> <li>• Schedule 25 (Rectification Plan)</li> <li>• Schedule 36 (Intellectual Property Rights)</li> </ul> <p>5. Core Terms (version 1.0)</p> <p>6. Schedule 26 (Corporate Social Responsibility)</p> <p>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</p> |
| 10. | <b>Special Terms</b>                      | N/A  |
| 11. | <b>Buyer's Environmental Policy</b>       | <b>[Insert details</b> [Document name] [version] [date] [available online at:] <b>or insert:</b> [Appended at Schedule X]]   |
| 12. | <b>Buyer's Security Policy</b>            | Available at: <a href="https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework">https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework</a>  |
| 13. | <b>Social Value Commitment</b>            | 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. | <b>Commercially Sensitive Information</b> | Supplier's Commercially Sensitive Information: Schedule 5  |

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| <b>15. Charges</b>                                | <p>Details in Schedule 3 (Charges)</p> <p>The total, maximum budget for this requirement over the course of the first 12 months of this contract is £492,000 exclusive of VAT.</p> <p>Charges under this Contract shall be in accordance with Schedule 3 – Charges.</p> |
| <b>16. Reimbursable expenses</b>                  | As set out in Schedule 3 (Charges)  |
| <b>17. Payment method</b>                         | <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>   |
| <b>18. Service Levels</b>                         | Not applicable  |
| <b>19. Insurance</b>                              | Details in Annex of Schedule 22 (Insurance Requirements).   |
| <b>20. Liability</b>                              | In accordance with Clause 15.1 of Annex B - Core Terms  |
| <b>21. Cyber Essentials Certification</b>         | N/A   |
| <b>22. Progress Meetings and Progress Reports</b> | The Supplier shall attend Progress Meetings with the Buyer and provide the Buyer with Progress Reports as set out in Schedule 2 - Specification   |
| <b>23. Guarantee</b>                              | Not applicable  |
| <b>24. Supplier Contract Manager</b>              | [REDACTED]  |
| <b>25. Supplier Authorised Representative</b>     | [REDACTED]  |
| <b>26. Supplier Compliance Officer</b>            | [REDACTED]  |

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| 27. | <b>Supplier Data Protection Officer</b> | [REDACTED]   |
| 28. | <b>Supplier Marketing Contact</b>       | [REDACTED]   |
| 29. | <b>Key Subcontractors</b>               | <p><b><u>Key Subcontractor 1:</u></b></p> <p>GGI Development and Research LLP</p> <p>704 Raleigh House, Dolphin Square, London, England, SW1V 3NR</p> <p>Registration Number: OC384196</p> <p>Role: Professional and technical expertise on Governance</p> <p><b><u>Key Subcontractor 2:</u></b></p> <p>Grant Thornton UK LLP</p> <p>30 Finsbury Square, London, EC2 1AG</p> <p>Registration Number: OC307742</p> <p>Role: Professional and technical expertise on finance</p> |
| 30. | <b>Buyer Authorised Representative</b>  | [REDACTED]   |

| For and on behalf of the Supplier: |                         | For and on behalf of the Buyer: |                                |
|------------------------------------|-------------------------|---------------------------------|--------------------------------|
| Signature:                         | [REDACTED]              | Signature:                      | [REDACTED]                     |
| Name:                              | [REDACTED]              | Name:                           | [REDACTED]                     |
| Role:                              | Chief Operating Officer | Role:                           | Deputy Director<br>Commercial  |
| Date:                              | 12/12/2022              | Date:                           | 14 <sup>th</sup> December 2022 |

*Schedule 2 –  
Specification*



Schedule 2 -  
Specification (Annex A)

**Schedule 3 –  
Charges  
[REDACTED]**

*Schedule 4 -*  
**[REDACTED]**