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**Warrant for the Provision of Technical Support Services to**

**The Office for Nuclear Regulation (ONR)**

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| **Project Title** | **Provision of Human Factors Technical Support** |
| **ONR Project No.** | **ONR417** |
| **HSE Reference** | **1.11.4.3483.** |
| **Contractor** | **Frazer-Nash Consultancy Ltd** |

**1 WHEREAS**

1.1 This Warrant will be subject to the terms of this Agreement and the overarching Terms and Conditions of Framework Agreement, referenced 1.11.4.3181 for the Provision of Technical Support Services to the Office for Nuclear Regulation. Where any conflict exists between the clauses in this Contract and the Terms and Conditions, then the clauses in this Contract will prevail.

1.2The Contractor was successful as a result of a competitive tendering exercise under tender reference ONR/T3483 to deliver the above services under Lot 2 of the Framework Agreement.

**2 PROGRAMME OF WORK**

2.1 The Programme of Work to be carried out will comprise the complete schedule of services, as described in the Contractor’s proposal detailed at Annex 1.

**3 DURATION**

3.1 The Services shall be deemed to have commenced on **01 November 2019** and shall be completed by **30 April 2021**.

**4 CONTRACT MANAGEMENT**

4.1 The ONR Contract Manager who will be responsible for liaison and certifying completion of the provision and overall management of the Services is :

 Name:

 Tel No.:

 e-mail:

4.2 The Technical Support Contract Manager who will be responsible for liason and certifying completion of the provision and overall management of the Service is:

 Name:

 Tel No.:

 e-mail:

**5 REPORTING REQUIREMENTS**

5.1 The reporting requirements applicable relating to the delivery of the Services are described in Annex 2.

5.2 Draft and Final Reports should be submitted by e-mail to onr.invoices@onr.gov.uk

**6 MAXIMUM COST**

6.1 The total cost for providing the service will be £183,354.36 exclusive of VAT. Any additional costs will be agreed in advance with the ONR Contract Manager and be subject to clause 8 Variation to Warrant.

**7 INVOICING**

7.1 An electronicinvoice should be submitted by e-mail to: onr.invoices@onr.gov.uk

7.2 The ONR shall make payment of agreed costs in arrears within 30 days of the acceptance of the invoice subject to the satisfactory reporting in accordance with Clause 5 hereof.

7.3 Payment will be made subject to Clause 2 of Schedule C, Call-Off Contract of the Framework Agreement.

**8 VARIATION TO WARRANT**

8.1 Except where expressly stated in this Warrant, no change, amendment or modification shall be effective unless in writing and signed by the duly authorised representatives of both parties.

8.2 Any agreed changes to the Warrant or Scope of Service will be in the form of a Warrant Amendment, which will be raised and issued by the HSE Procurement Unit, on behalf of the Office for Nuclear Regulation (ONR).

**SIGNATORIES**

In Witness Whereof this Warrant to the Framework Agreement has been agreed:

|  |  |
| --- | --- |
| Signature |  |
| Name in Capitals |  |
| Position |  |
| Date |  |

Duly authorised to sign on behalf of

**FRAZER-NASH CONSULTANCY LTD**

5th Floor, Malt Building, Wilderspool Business Park, Greenalls Avenue, Warrington

WA4 6HL

|  |  |
| --- | --- |
| Signature |  |
| Name in Capitals |  |
| Position |  |
| Date |  |

Duly authorised to sign on behalf of the

**OFFICE FOR NUCLEAR REGULATION**

Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

**Annex 1**

**PROGRAMME OF WORK**

The Contractor shall undertake the Programme of Work titled Work Order Specification – Human Factors, dated 03 September 2019 and referenced ONR/T3483 and includes the Contractor’s proposal, both of which are embedded within this Annex 1 below:-

**Annex 2**

**PROJECT PROGRESS REPORT**

Within the Progress Report, Contractors should seek to provide ONR with an assurance about the status of the contract in terms of progress towards delivering the required work to the agreed quality, within agreed timescales and cost.

Where you cannot provide this assurance, you should clearly detail the corrective action you are taking to address any shortcomings.

Progress reports must be submitted in the format attached. Progress report templates must be completed at the beginning of each contract, with all content being agreed at initial start-up meeting. A progress report must be updated and returned each month, even if no change from previous return and completed in accordance with ONR’s reporting deadline requirements.

**Please note that invoices submitted without a properly completed Progress Report will be rejected.**

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