

Award Form

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

1. Buyer	<p>The Department for Work and Pensions acting as part of the Crown (the Buyer).</p> <p>Its offices are on: Caxton House, Tothill Street, London, SW1H 9DA</p>
2. Supplier	<p>Name: The Institute of Chartered Accountants in England and Wales (ICAEW)</p> <p>Address: Chartered Accountants' Hall, Moorgate Place London EC2R 6EA</p> <p>Registration number: RC000246</p>
3. Contract	<p>Contract between the Buyer and the Supplier is for the supply of Deliverables, see Schedule 2 (Specification) for full details.</p>
4. Contract reference	<p>proj_25819, ecm_11581</p>
5. Buyer Cause	<p>Any material 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 this Contract and in respect of which the Buyer is liable to the Supplier.</p>
6. Collaborative working principles	<p>The Collaborative Working Principles apply to this Contract.</p> <p>See Clause 3.1.3 for further details.</p>
7. Financial Transparency Objectives	<p>The Financial Transparency Objectives do not apply to this Contract.</p> <p>See Clause 6.3 for further details.</p>
8. Start Date	<p>03 March 2025</p>
9. Expiry Date	<p>31 March 2026</p>

10. Extension Period	Further period up to 31 March 2027 Extension exercised where the Buyer gives the Supplier no less than 3 Months' written notice before this Contract expires
11. Ending this Contract without a reason	The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.
12. Incorporated Terms (together these documents form the " this Contract ")	<p>The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:</p> <p>This Award Form</p> <ul style="list-style-type: none"> (a) Any Special Terms (see Section 14 (Special Terms) in this Award Form) (b) Core Terms (c) Schedule 1 (Definitions) (d) Schedule 6 (Transparency Reports) (e) Schedule 20 (Processing Data) (f) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> (i) Schedule 2 (Specification) (ii) Schedule 3 (Charges) (iii) Schedule 5 (Commercially Sensitive Information) (iv) Schedule 7 (Staff Transfer) (v) Schedule 16 (Security) (vi) Schedule 19 (Cyber Essentials Scheme) (vii) Schedule 21 (Variation Form) (viii) Schedule 22 (Insurance Requirements) (ix) Schedule 25 (Rectification Plan)
13. Special Terms	Not used
14. Buyer's Environmental Policy	DWP policy available online at: https://www.gov.uk/government/publications/dwp-sustainable-procurement-strategy
15. Social Value Commitment	Not Used

16. Buyer's Security Requirements and Security and ICT Policy	Security Policy: See Schedule 16 (Security) ICT Policy: Not Used.
17. Charges	Indexation is not applicable. Total Contract Value initial term: £169,774.74 Total Contract Value including optional extension: £232,117.47 Details in Schedule 3 (Charges)
18. Estimated Year 1 Charges	£53,854.00
19. Reimbursable expenses	Subject to Schedule 2 Specification, Annex A – DWP Contractors Expenses Policy. Any supplier expenses will be subject to prior agreement by the Contracting Authority.
20. Payment method	Payment by BACS against a valid Purchase Order on receipt of a valid invoice to: <div style="background-color: black; width: 270px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 105px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 135px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 120px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 75px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 115px; height: 15px; margin-bottom: 2px;"></div> E-mail: <div style="background-color: black; width: 305px; height: 15px;"></div> <div style="text-align: right;"> REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS </div>
21. Service Levels	See Schedule 2 'Specification'
22. Liability	Each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £10 million.
23. Cyber Essentials Certification	Cyber Essentials Scheme Basic Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)
24. Progress Meetings and Progress Reports	The Supplier shall attend Progress Meetings with the Buyer for an initial set up meeting, Mid Assurance year (3 month) and a Final report meeting.

		The Supplier shall provide the Buyer with Progress Reports in line with the above meetings.
25.	Guarantor	Not applicable
26.	Virtual Library	Not applicable
27.	Supplier's Contract Manager	<div>██████████</div> <div>██████████</div> <div>████████████████████</div> <div>REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS</div>
28.	Supplier Authorised Representative	<div>██████████</div> <div>██████████</div> <div>████████████████████</div> <div>REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS</div>
29.	Supplier Compliance Officer	Not applicable
30.	Supplier Data Protection Officer	<div>████████████████████</div> <div>REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS</div>
31.	Supplier Marketing Contact	Not applicable
32.	Key Subcontractors	N/A
33.	Buyer Authorised Representative	<div>██████████</div> <div>██</div> <div>████████████████████</div> <div>REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS</div>

For and on behalf of the Supplier:

For and on behalf of the Buyer:

REDACTED UNDER FOI SECTION 40 PERSONEL DETAILS

Signature:		Signature:	
Name:		Name:	
Role:	Chief Officer, Professional Standards Department	Role:	Category Lead
Date:	16 December 2024	Date:	17th December 2024