

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.

1.	Buyer	<p>The Secretary of State for the Home Department acting through UK Visas & Immigration (the Buyer).</p> <p>Its offices are on: 2 Marsham Street, London SW1P 4DF</p>
2.	Supplier	<p>Name: Ecorys UK Limited</p> <p>Address: Albert House, Quay Place, 92-93 Edward Street, Birmingham B1 2RA</p> <p>Registration number: 01650169</p>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference 2020/S 234-579011 (OJEU Contract Notice).</p>
4.	Contract reference	C19519 – Learning & Evaluation Manager
5.	Deliverables	See Schedule 2 (Specification) for further details.
6.	Start Date	Learning & Evaluation Manager – 26 March 2021
7.	End Date	Learning & Evaluation Manager – 25 March 2023
8.	Extension Period	<p>The Learning & Evaluation Manager may have an extension by up to 2 years. The extension may be taken as a whole or may be taken in 3-month periods.</p>
9.	<p>Incorporated Terms</p> <p>(together these documents form the 'the Contract')</p>	<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"> 1. This Award Form 2. Any Special Terms (see Section 10 Special Terms in this Award Form) 3. Core Terms (version 1.0) 4. Schedule 1 (Definitions)

	<p>5. Schedule 20 (Processing Data)</p> <p>6. The following Schedules (in equal order of precedence):</p> <ul style="list-style-type: none">● Schedule 2 (Specification)● Schedule 3 (Charges)● Schedule 5 (Commercially Sensitive Information)● Schedule 7 (Staff Transfer)● Schedule 8 (Implementation Plan & Testing)● Schedule 10 (Service Levels)● Schedule 11 (Continuous Improvement)● Schedule 13 (Contract Management)● Schedule 14 (Business Continuity and Disaster Recovery)● Schedule 16 (Security)● Schedule 20 (Processing Data)● Schedule 21 (Variation Form)● Schedule 22 (Insurance Requirements)● Schedule 23 (Guarantee)● Schedule 24 (Financial Difficulties)● Schedule 25 (Rectification Plan)● Schedule 27 (Key Subcontractors)● Schedule 29 (Key Supplier Staff)● Schedule 30 (Exit Management)● Schedule 32 (Background Checks) <p>7. Schedule 26 (Corporate Social Responsibility)</p> <p>8. 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>
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<p>10. Special Terms</p>	<p>Special Term 1 - Ethical behaviour</p> <p>Home Office (the Buyer's) Suppliers, their Subcontractors and consortium members act on behalf of the UK government and interact with delivery partners, many stakeholders including citizens and directly and indirectly with beneficiaries. These interactions must therefore meet the highest standards of ethical and professional behaviour in order to uphold the reputation of the UK government.</p> <p>Arrangements and relationships entered into must be free from bias, conflict of interest or the undue influence of others. Particular care in this regard must be taken by the Supplier, their Subcontractors and consortium members in respect of any staff who are directly involved in the management of a programme, procurement of services or who engage with beneficiaries. Where any parties could be susceptible to undue negative or detrimental influence, the Supplier and any Subcontractors or consortium members must declare to the Buyer where there may be instances or allegations of previous unethical behaviour by an existing or potential staff member or where there is a known or suspected conflict of interest. This is in addition to staff vetting and security terms elsewhere in the Contract. Where a potential or existing staff member has been employed by the Crown in the preceding two years, the Supplier, their Subcontractors and consortium members must provide proof of compliance with the HMG approval requirements under the Business Appointment Rules, which can be found here:</p> <p>https://www.gov.uk/government/publications/governments-business-appointment-rules-for-civil-servants</p> <p>The Supplier, their Subcontractors and consortium members must have the following policies and procedures in place:</p> <ul style="list-style-type: none"> • Development and proof of application and embedding of a Staff Recruitment, Management and Retention policy, which must address circumstances where there may be potential or actual conflict of interest and embedding of a Whistleblowing Policy; • Ongoing monitoring of potential or existing personal, business or professional conflict of interest and their mitigation and management; • Ethical training for every staff member and staff updates in ethical working practices including awareness of modern day slavery and human rights abuses; and • Procedures setting out how, staff involved in Home Office funded business, can immediately report all suspicions or allegations of fraud, money laundering or counter terrorism finance. The contact within the Buyer's organisation will be provided during mobilisation. <p>Special Term 2 - Safeguarding, Social Responsibility and Human Rights</p>
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11.	Buyer's Environmental Policy	Not used
12.	Buyer's Security Policy	The Security Policy is HMG Security Policy Framework as published on Gov.uk https://www.gov.uk/government/publications/security-policy-framework
13.	Social Value Commitment	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.	Commercially Sensitive Information	Detailed in Schedule 5 (Commercially Sensitive Information)
15.	Charges	Details in Schedule 3 (Charges)
16.	Reimbursable expenses	Recoverable as set out in Schedule 3 (Charges)
17.	Payment method	<p>Payment method: BACS</p> <p>Billing Address: PO Box 5015 Newport Gwent NP20 9BB</p>

		United Kingdom Tel. No.: 08450 100 125 Email: post-room-rescan@homeoffice.gov.uk
18.	Service Levels	Service Credits will accrue in accordance with Schedule 10 (Service levels) The Service Credit Cap is: redacted The Service Period is 1 (one) Month A Critical Service Level Failure is: not used
19.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
20.	Liability	In accordance with Clause 11.1 of the Core Terms each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than 300% of the Estimated Yearly Charges
21.	Cyber Essentials Certification	Not required
22.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer every month • The Supplier shall provide the Buyer with Progress Reports every month
23.	Guarantee	Not applicable
24.	Supplier Contract Manager	Redacted
25.	Supplier Authorised Representative	Redacted
26.	Supplier Compliance Officer	Redacted
27.	Supplier Data Protection Officer	Redacted

28.	Supplier Marketing Contact	Redacted
29.	Key Subcontractors	Key Subcontractor Name (Registered name if registered): Social Finance Limited Registration number (if registered): 06402143 Role of Subcontractor: lead on the shared data system and action learning strands
30.	Buyer Authorised Representative	Redacted

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	