

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. | Buyer | The Home Office Its offices are on: 2 Marsham Street, London SW1 4DF |
| 2. | Supplier | Name: Shared Services Connected Limited Address: [REDACTED] Registration number: [REDACTED] SID4GOV ID: [REDACTED] |
| 3. | Contract | This Contract between the Buyer and the Supplier is for the provision of end-to-end recruitment delivery services. Full scope of services is as described in Schedule 2 (Specification) |

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| 4. | Contract reference | C23675 |
| 5. | Deliverables | Permanent recruitment services for high-profile, large volume campaigns for frontline operational Home Office staff. See Schedule 2 (Specification) for further details. |
| 6. | Buyer Cause | Any failure by the Buyer to discharge its dependencies or obligations of the Buyer, or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, sub-contractors, third parties, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is responsible for or liable to the Supplier |
| 7. | Collaborative working principles | The Collaborative Working Principles do apply to this Contract, noting the parameters of the Supplier's Service responsibilities. See Clause 3.1.3 for further details. |
| 8. | Financial Transparency Objectives | The Financial Transparency Objectives do not apply to this Contract. |
| 9. | Start Date | 16 th January 2023 |
| 10. | Expiry Date | 16 th January 2024 |
| 11. | Extension Period | Not applicable |
| 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 not less than 90 days. Upon any termination in accordance with Clause 14.3, the Buyer shall pay to the Supplier the costs that the Supplier has incurred directly as a result of the early termination of the Contract which are unavoidable, reasonable and not capable of recovery as long as the Supplier provides a fully itemised and costed schedule with evidence. The maximum value of this payment is limited to the total costs which would have been paid to the Supplier as part of the Charges if the Contract had not been terminated. |

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| <p>13. Incorporated Terms (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> <ul style="list-style-type: none"> a) This Award Form b) The Special Terms (see Section 14 (Special Terms including Schedule 31 (Buyer Terms)) in this Award Form which modify and prevail over the Core Terms and Schedules) c) Core Terms d) Schedule 1 (Definitions) 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 (Transfer of Staff) v. Schedule 10 (Service Levels) vi. Schedule 13 (Contract Management) vii. Schedule 14 (Business Continuity and Disaster Recovery) viii. Schedule 16 (Security) ix. Schedule 18 (Supply Chain Visibility) x. Schedule 19 (Cyber Essentials Scheme) xi. Schedule 21 (Variation Form) xii. Schedule 22 (Insurance Requirements) xiii. Schedule 25 (Rectification Plan) xiv. Schedule 26 (Sustainability) xv. Schedule 29 (Key Supplier Staff) xvi. Schedule 30 (Exit Management) xvii. Schedule 32 (Background Checks) xviii. Schedule 39 (IPR) |
| <p>14. Special Terms</p> | | <p>Please refer to Schedule 31</p> |

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| 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 | Not applicable |
| 17. | Social Value Commitment | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract |
| 18. | Buyer's Security Policy | Schedule 16 (Security) |
| 19. | Commercially Sensitive Information | Schedule 5 (Commercially Sensitive Information) |
| 20. | Charges | <p>The maximum estimated value of this contract is [REDACTED], excluding VAT.</p> <p>All campaigns need to be agreed with the relevant business area prior to any work commencing (campaigns to be instructed 4 weeks in advance wherever possible). The Supplier acknowledges that the Buyer cannot commit to a specific timeline and all campaign instructions will be provided in advance on a best endeavours basis. Where the Buyer cannot provide 4 weeks' notice of a campaign, the campaign go live dates are to be mutually agreed between the parties.</p> <p>The Home Office operates a No PO, No Payment policy and therefore will issue a PO for each campaign in advance of the campaign start date.</p> <p>Details in Schedule 3 (Charges)</p> |
| 21. | Reimbursable expenses | None, the Services are to be delivered virtually by the Supplier. |
| 22. | Payment method | <p>PDF invoices to be sent monthly to each business area for which recruitment services have been carried out and copied to [REDACTED]</p> <p>Invoices must be submitted alongside full backing data detailing the services being charged for. This must include line by line detail of each of the roles recruited, including candidate ID and when each candidate hit the invoice trigger point.</p> |

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| 23. | Service Levels | No Service Levels are applicable to this Contract. Service targets are set out in Schedule 10 (Service Levels). No Service Credit regime will apply to this contract. |
| 24. | Insurance | Details in Annex of Schedule 22 (Insurance Requirements). |
| 25. | Liability | <p>In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than the greater of [REDACTED] or 150% of the Estimated Yearly Charges.</p> <p>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 [REDACTED].</p> |
| 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 (virtually) Progress Meetings with the Buyer every month • The Supplier shall provide the Buyer with Progress Reports every month • The Supplier shall provide the Buyer with Service target reports monthly, prior to the Progress Meeting. |
| 28. | Guarantee | Not required |
| 29. | Virtual Library | The Supplier shall update the Virtual Library at timescales to be agreed |
| 30. | Supplier Contract Manager | <p>[REDACTED] Senior Commercial Manager [REDACTED] [REDACTED]</p> |
| 31. | Supplier Authorised Representative | |
| 32. | | Not used |

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| 33. | Supplier Data Protection Officer | <p>[Redacted]</p> <p>Data Protection Officer</p> <p>[Redacted]</p> |
| 34. | Supplier Marketing Contact | <p>[Redacted]</p> <p>SSCL Head of Marketing & Communications</p> <p>[Redacted]</p> <p>[Redacted]</p> |
| 35. | Key Subcontractors | None |
| 36. | Buyer Authorised Representative | <p>[Redacted]</p> <p>Commercial Markets & Efficiency</p> <p>[Redacted]</p> <p>[Redacted]</p> |

| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|---|-----------------|--|--------------------------------|
| Signature: | [Redacted] | Signature: | [Redacted] |
| Name: | [Redacted] | Name: | [Redacted] |
| Role: | Legal Director | Role: | Head of Categories & Suppliers |
| Date: | 12 January 2023 | Date: | 13th January 2023 |