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for Transport

# Award Form



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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.	<b>Buyer</b>	Roy Cahill on behalf of the Secretary of State for Transport  Its offices are on: <b>Department for Transport Great Minster House 33 Horseferry Road London SW1P 4DR</b>
2.	<b>Supplier</b>	Name: <b>Lendology CIC</b>  Address: <b>Heatherton Park Studios, Bradford on Tone, Taunton, TA4 1EU</b>  Registration number: <b>04512225</b>  SID4GOV ID: <b>N/A</b>
3.	<b>Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables.  This opportunity is advertised in the Contract Notice in Find A Tender, reference <b>2023/S 000-011840</b> (FTS Contract Notice).



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4.	Contract reference	TRHS0001
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5.	<b>Deliverables</b>	<p>The Supplier will be expected to:</p> <p><b>Engaging with the public</b></p> <ul style="list-style-type: none"> <li>➤ Provide customer-facing services to respond to enquiries, applications, and repayments throughout the life of the contract;</li> <li>➤ Provide advice and guidance on the application procedure to the public who qualify;</li> <li>➤ Create, appropriate literature on how to apply for the shared equity loan, how the loan will be managed, and associated fees and charges;</li> <li>➤ Generate applications forms and explanatory notes both in hard copy and online;</li> <li>➤ Determine the level of financial assistance that should be provided within the scheme's criteria;</li> <li>➤ Carry out financial checks on the recipient to ensure that they cannot purchase a property independently of the RAL;</li> <li>➤ Perform an in-depth financial assessment of those who apply for the shared equity loan, covering salary, savings, property assets or interests elsewhere, etc;</li> <li>➤ Apply any caps that the scheme contains, such as those relating to maximum loan amount numerically and as a percentage;</li> <li>➤ Administer the loan and any repayments made by the recipient;</li> <li>➤ Delete all personal data held when an application has been unsuccessful or when a successful applicant has repaid their RAL in full; and</li> <li>➤ Delete all personal data of the applicant when it is no longer required for application purposes or for RAL administration records.</li> </ul> <p><b>Scheme administration</b></p> <ul style="list-style-type: none"> <li>➤ Provide quarterly management information including numbers of applications, loan amounts awarded, sums lent out etc;</li> <li>➤ Ensure legal documentation reflects the Secretary of State's equity share, liaising with HS2 Ltd to allow them to place a charge against the new property;</li> <li>➤ Provide detailed quarterly reports to cover all relevant operational activities;</li> </ul>
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		<ul style="list-style-type: none"> <li>➤ Work effectively with the Department for Transport, HS2 Ltd, and third party organisations such as mortgage providers and solicitors to administer the scheme;</li> <li>➤ Keep all records required to provide shared equity loan recipients with an annual statement of accounts, and to answer all enquiries they might raise; and</li> <li>➤ Provide full and up to date statistics of applications numbers, those processed, sums lent/paid back and allocated budget for the financial year concerned.</li> </ul> <p><b>Information technology</b></p> <ul style="list-style-type: none"> <li>➤ Provide full details of IT systems and services you have/will provide; and</li> <li>➤ Provide details of how you will administer the scheme using new or existing IT systems.</li> </ul>
6.	<b>Buyer Cause</b>	The Buyer shall have no obligation to perform any obligations placed on it in Schedule 2 (Specification) or Schedule 4 (Tender) unless they are specifically mentioned.
7.	<b>Collaborative working principles</b>	The Collaborative Working Principles do not apply to this Contract.
8.	<b>Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract.
9.	<b>Start Date</b>	14 August 2023
10.	<b>End Date</b>	13 August 2026
11.	<b>Extension Period</b>	<p>The Authority reserves the option to extend the contract by two periods of 1 year (1+1)</p> <p>End date of extension period 1: 13 August 2027</p>



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		<p>End date of extension period: 13 August 2028</p> <p>Extension exercised where the Buyer gives the Supplier no less than 3 Months' written notice before the Contract expires</p>
12.	<b>Ending the Contract without a reason</b>	<p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.</p>
13.	<p><b>Incorporated Terms</b></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> <ul style="list-style-type: none"> <li>a) This Award Form</li> <li>b) Core Terms</li> <li>c) Schedule 1 (Definitions)</li> <li>d) Schedule 6 (Transparency Reports)</li> <li>e) Schedule 20 (Processing Data)</li> <li>f) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>a. Schedule 2 (Specification)</li> <li>b. Schedule 3 (Charges)</li> <li>c. Schedule 5 (Commercially Sensitive Information)</li> <li>d. Schedule 10 (Service Levels)</li> <li>e. Schedule 11 (Continuous Improvement)</li> <li>f. Schedule 13 (Contract Management)</li> <li>g. Schedule 16 (Security)</li> <li>h. Schedule 21 (Variation Form)</li> <li>i. Schedule 27 (Key Subcontractors)</li> <li>j. Schedule 29 (Key Supplier Staff)</li> <li>k. Schedule 30 (Exit Management)</li> </ul> </li> <li>g) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.</li> </ul>



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<b>14.</b>	<b>Special Terms</b>	N/A
<b>15.</b>	<b>Sustainability</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
<b>16.</b>	<b>Social Value Commitment</b>	<p>Social Value – Wellbeing - the Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and report on the Social Value KPIs as required by Schedule 10 (Service Levels)</p> <p>The Supplier will be required to provide updates on the health and wellbeing of its workforce.</p>
<b>17.</b>	<b>Buyer's Security Policy</b>	<p>Section 12 of the Invitation to Tender</p> <p>Supplier must comply with the Government's Security Policy Framework which can be found at:</p> <p><a href="https://www.gov.uk/government/publications/security-policy-framework">https://www.gov.uk/government/publications/security-policy-framework</a></p>
<b>18.</b>	<b>Commercially Sensitive Information</b>	Schedule 5 (Commercially Sensitive Information)
<b>19.</b>	<b>Charges</b>	Details in Schedule 3 (Charges)



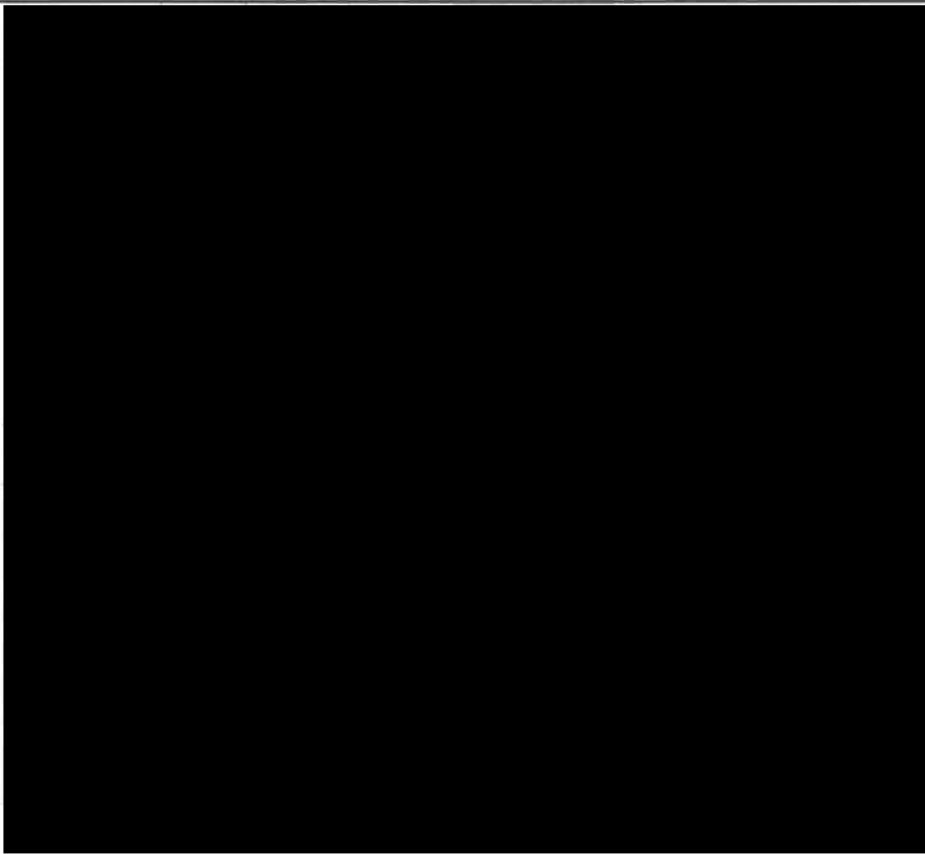
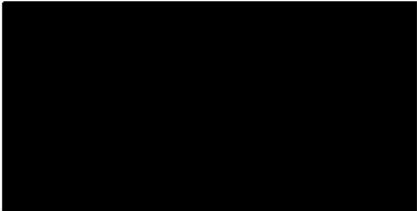
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		 <p>For the avoidance of doubt, the total contract value is up to £70,000 excluding VAT.</p>
20.	<b>Reimbursable expenses</b>	None
21.	<b>Payment method</b>	<p>Suppliers must be in possession of a Purchase Order (PO), before commencing any work under this contract. The PO Number will be issued by the Contract Manager. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:</p> 



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		<p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:</p> <p>[REDACTED]</p>
22.	<b>Key Performance Indicators</b>	[REDACTED]



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23.	<b>Insurance</b>	Details in Annex of Schedule 22 (Insurance Requirements).
24.	<b>Liability</b>	
25.	<b>Cyber Essentials Certification</b>	Not required
26.	<b>Progress Meetings and Progress Reports</b>	<p>Formal contract management review meetings will be held (when applications are received) where the following points will be discussed:</p> <ul style="list-style-type: none"> <li>• New applications received.</li> <li>• Budget forecasts.</li> <li>• Risks and Issues.</li> <li>• Conflicts of Interest.</li> <li>• Any other business.</li> </ul> <p>The Supplier is expected to deliver progress reports on a regular basis and as reasonably required by the DfT from time to time. Such reports would be expected to cover the following areas:</p> <ul style="list-style-type: none"> <li>• New applications.</li> <li>• Application processing times.</li> <li>• Key and emerging risks to delivery with existing mitigations where relevant.</li> </ul>



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		<ul style="list-style-type: none"> <li>Financial contributions expected from the DfT for any live RAL cases.</li> <li>Quarterly updates on health and wellbeing, including physical and mental health in the contract workforce, as part of the social value agenda.</li> <li>Draft Exit Plan to be produced at the start of the Contract (within 1 month of contract commencement) and updated annually with the final version in place 1 year before end of the contract.</li> </ul>
27.	<b>Guarantee</b>	Not applicable
28.	<b>Virtual Library</b>	In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)
29.	<b>Supplier Contract Manager</b>	
30.	<b>Supplier Authorised Representative</b>	
31.	<b>Supplier Data Protection Officer</b>	





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<b>32.</b>	<b>Key Subcontractors</b>	<b>Key Subcontractor 1</b> Name: Parity Trust Limited Registration number: 03977373 Role of Subcontractor: To undertake all regulated activities that amount to “administering” a regulated mortgage contract
<b>33.</b>	<b>Buyer Authorised Representative</b>	

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	