



**UK Research  
and Innovation**

The Involve Foundation,  
Oxford House,  
Derbyshire Street,  
London,  
E2 6HG

Attn: FOIA Section 40 Personal Information

By email to: FOIA Section 40 Personal Information

Date: 4th April 2024

Tender Ref: UKRI-3363  
Tender Title: IUK NZL Thriving Places  
Service Delivery Partner –Lot 1  
FTS Notice Ref : 2023/S 000-033534

Dear FOIA Section 40 Personal Information,

Award of contract for the supply of **UKRI-3363 IUK NZL Thriving Places Service Delivery Partner – Finance Lot 1: Visioning and Citizen Engagement**

Following your tender/ proposal for the supply of UKRI-3363 IUK NZL Thriving Places Service Delivery Partner – Finance Lot 1: Visioning and Citizen Engagement to UKRI, we are pleased to award this contract to you.

This letter (“**Award Letter**”) and its Schedule(s) set out the terms of the Contract between:

- (1) **United Kingdom Research and Innovation**, a statutory corporation whose registered office is at Polaris House, North Star Avenue, Swindon, England, SN2 1FL (“**UKRI**”); and
- (2) **The Involve Foundation**, a company incorporated and registered in England with company number 05669443 and registered VAT number 888065476 whose registered office is at Oxford House, Derbyshire Street, London, England, E2 6HG (the “**Supplier**”).

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Schedule 1 to this Award Letter (the “**Conditions**”). Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

**Term**

- 1 Commencement Date: 8<sup>th</sup> April 2024
- 2 Expiry Date: 31<sup>st</sup> January 2026

- 3 UKRI may extend this Contract for a period of up to 18 Months by giving not less than one month's notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of this Contract shall apply throughout any such extended period.

**Description of Goods and/or Services**

- 4 The Specification of the Goods and/or Services to be delivered is as set out in Schedule 2.

**Charges & Payment**

- 5 The Charges for the Goods and/or Services shall be as set out in Schedule 3.
- 6 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to:

UKRI C/O UK Shared Business Services Ltd,  
Polaris House,  
North Star Avenue,  
Swindon  
SN 1UH

- 7 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 UKRI contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section

**Supplier's Liability**

- 8 Pursuant to clause 20.4, the Supplier's Limit of Liability under this Contract shall be: 125% of the total Charges paid and payable to the Supplier under this Contract.
- 9 The Supplier is not required to maintain the following insurance policies referred to in clause 19.1 of the Conditions:
- (a) Product Liability
  - (b) loss, damage or destruction of any of UKRI's property

**Notices**

- 10 The address for notices of the Parties are:

**UKRI**

Polaris House, North Star Avenue,  
Swindon, England, SN2 1FL  
Attention: Corporate Procurement  
Email: [corporateprocurement@ukri.org](mailto:corporateprocurement@ukri.org)

**Supplier**

The Involve Foundation,  
Oxford House,  
Derbyshire Street,  
London,  
E2 6HG

FOIA Section 40 Personal Information

**Liaison & Disputes**

- 11 For general liaison your contact will continue to be **FOIA Section 40 Personal Information**

12 Pursuant to Clause 32.3, Disputes shall be escalated to the following individuals:

(c) Stage 1 escalation:

UKRI: UKRI Corporate Procurement [Corporateprocurement@ukri.org](mailto:Corporateprocurement@ukri.org)

Supplier: **FOIA Section 40 Personal Information**

(d) Stage 2 escalation:

UKRI: UKRI Head of Commercial, Commercial Team

[Commercial@ukri.org](mailto:Commercial@ukri.org)

Supplier: **FOIA Section 40 Personal Information**

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [corporateprocurement@ukri.org](mailto:corporateprocurement@ukri.org) at the above address. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

**FOIA Section 40 Personal Information**

Name:

Position:

Date:

We accept the terms set out in this Award Letter and the Schedule(s).

Signed for and on behalf of **The Involve Foundation**

Signature:

Name:

Position:

Date:

## Schedule 1 - The Conditions

### 1 INTERPRETATION

1.1 **Definitions.** In the Contract (as defined below), the following definitions apply:

**Award Letter:** means the letter from UKRI to the Supplier printed above these terms and conditions;

**Change in Law:** any change in Law which impacts on the performance of the Goods and/or Services which comes into force after the Commencement Date;

**Charges:** the charges payable by UKRI for the supply of the Goods and/or Services as specified in Schedule 3;

**Commencement Date:** means the date for the start of the Contract as set out in the Award Letter;

**Confidential Information:** means:

- (a) all confidential information and data which is acquired from or made available (directly or indirectly) by the Disclosing Party or the Disclosing Party's representatives however conveyed or presented, including but not limited to any information or document relating to the Disclosing Party's business, affairs, operations, budgets, policies, processes, initiatives, plans, product information, pricing information, technical or commercial know-how, trade secrets, specifications, strategies, inventions, designs, software, market opportunities, personnel, customers or suppliers (whether relating to this Contract or otherwise) either orally, in writing, or in whatever form obtained or maintained;
- (b) any information or analysis derived from the Confidential Information;
- (c) anything marked as confidential and any other information notified by or on behalf of the Disclosing Party to the Receiving Party as being confidential;
- (d) the existence and terms of this Contract and of any subsequent agreement entered into in relation to this Contract;
- (e) the fact that discussions and negotiations are taking place concerning this Contract and the status of those discussions and negotiations; and
- (f) any copy of any of the information described in (a), (b), (c), (d), or (e) above, which shall be deemed to become Confidential Information when it is made. For the

purposes of this definition, a copy shall include, without limitation, any notes or recordings of the information described in (a), (b), (c), (d), or (e) above (howsoever made);

but not including any information which:

- (i) was in the possession of the Receiving Party without a breach of an obligation of confidentiality prior to its disclosure by the Disclosing Party;
- (ii) the Receiving Party obtained on a non-confidential basis from a third party who is not, to the Receiving Party's knowledge or belief, bound by a confidentiality agreement with the Disclosing Party or otherwise prohibited from disclosing the information to the Receiving Party;
- (iii) was already generally available and in the public domain at the time of disclosure otherwise than by a breach of this Contract or breach of a duty of confidentiality;
- (iv) was independently developed without access to the Confidential Information; or
- (v) relates to the Supplier's performance under this Contract or failure to pay any sub-contractor as required pursuant to clause 10.9;

**Contract:** means the contract between UKRI and the Supplier constituted by the Supplier's countersignature of the Award Letter and includes the Award Letter and Schedules;

**Data Protection Impact Assessment:** an assessment by UKRI of the impact of the envisaged Processing on the protection of Personal Data;

**Data Protection Legislation:** means, for the periods in which they are in force, all laws giving effect or purporting to give effect to the GDPR, the Data Protection Act 2018, or otherwise relating to Data Protection, including the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003), the GDPR and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner, in each case as amended or substituted from time to time;

**Data Subject Access Request:** a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;

**Declaration of Ineffectiveness:** a declaration made by a Court under regulation 98 which has any of the consequences described in regulation 101 of the Public Contracts Regulations 2015 (as amended) or which is made under an equivalent provision implementing Directive 2014/23/EU in England, Wales & Northern Ireland and which has consequences which are similar to any of the consequences described in regulation 101 of the Public Contracts Regulations 2015 (as amended);

**Deliver:** means hand over of the Goods to UKRI at the address(es) specified in the Specification (or otherwise agreed in writing by the Parties) and on the Delivery Date, which shall include unloading and any other specific arrangement agreed in accordance with clause 6. “Delivered”, “Delivery” and “Deliveries” shall be construed accordingly;

**Deliverables:** all Documents, products and materials developed by the Supplier or its agents, contractors and employees as part of, or in relation to, the Services in any form, including computer programs, data, reports and specifications (including drafts);

**Delivery Date:** the date for delivery of the Goods specified by UKRI in writing and if no such date is specified, within 28 days of the date of UKRI’s written request;

**Delivery Note:** means a note produced by the Supplier accompanying each delivery of the Goods which shows the date of the order, the order number (if any), the type and quantity of the Goods (including the code number of the Goods, where applicable), special storage instructions (if any) and, if the Goods are being delivered by instalments, the outstanding balance of Goods remaining to be delivered;

**Disclosing Party:** means a Party that makes a disclosure of Confidential Information to another Party;

**Dispute:** means any dispute, conflict or disagreement arising out of or in connection with this Contract;

**Document:** includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

**EIR:** the Environmental Information Regulations 2004 (or if applicable the Environmental Information Regulations (Scotland) 2004) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations;

**EU GDPR:** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it has effect in EU law;

**Expiry Date:** means the date for expiry of the Contract as set out in the Award Letter;

**FOIA:** the Freedom of Information Act 2000 (or if applicable the Freedom of Information (Scotland) Act 2002) and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation;

**Force Majeure Event:** shall be limited to one or more of the following events: hurricanes, tempest, acts of state or public enemy, wars, revolutions, uprisings, hostilities, civil disturbances, riots, civil war, insurrection and invasion. For the avoidance of doubt, strikes, lockouts and shutdowns of a Party (or of any person engaged by any of them) shall not be a force majeure event for that Party;

**Good Industry Practice:** standards, practices, methods and procedures conforming to the Law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;

**General Change in Law:** a Change in Law where the change is of a general legislative nature (including taxation or duties of any sort affecting the Supplier) or which affects or relates to the supply of goods and/or services to another customer of the Supplier that are the same or similar to any of the Goods and/or Services;

**Goods:** means the goods to be supplied by the Supplier to UKRI, under the Contract as set out in the Specification;

**Information:** has the meaning given under section 84 of FOIA;

**Intellectual Property Rights:** all patents, rights to inventions, utility models, copyright and related rights (including moral rights), trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off,

unfair competition rights, rights in designs, rights in computer software, database right, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world;

**Key Personnel:** means any persons specified as such in Schedule 4 or otherwise notified as such by UKRI to the Supplier in writing;

**Law:** means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972 and section 4 of the European Union (Withdrawal Act 2018, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body, with which UKRI and the Supplier (as the context requires) is bound to comply;

**Limit of Liability:** means the Supplier's limit of liability identified in the Award Letter;

**Notifiable Breach:** has the meaning set out at clause 8.3;

**Party:** the Supplier or UKRI (as appropriate) and "Parties" shall mean both of them;

**Personal Data:** has the meaning given to this term by the Data Protection Legislation;

**Personal Data Breach:** shall have the same meaning as in the Data Protection Legislation;

**PO Number:** means UKRI's unique number relating to the supply of the Goods and/or Services;

**Protective Measures:** technical and organisational measures which must take account of:

- (a) the nature of the data to be protected
- (b) harm that might result from Data Loss Event;
- (c) state of technological development
- (d) the cost of implementing any measures

including pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it;



**Public Body:** any part of the government of the United Kingdom including but not limited to the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales, local authorities, government ministers and government departments and government agencies;

**Public Procurement Termination Event:** UKRI exercises its right to terminate the Contract in one or more of the circumstances described in either regulation 73(1) of the Public Contracts Regulations 2015 (as amended from time to time), or equivalent provisions implementing Directive 2014/23/EU in England, Wales & Northern Ireland (as amended from time to time);

**Receiving Party:** means a Party to which a disclosure of Confidential Information is made by another Party;

**Remediation Plan:** means a report identifying:

- (a) the nature of the Notifiable Breach described at clause 8.3, its cause and its anticipated duration and impact on the Contract; and
- (b) the procedures and resources the Supplier proposes to apply to overcome and rectify the Notifiable Breach and to ensure the impact of the Notifiable Breach is minimised and future performance of the Contract is not adversely affected;

**Request for Information:** a request for Information or an apparent request under FOIA or EIR;

**Services:** the services, including without limitation any Deliverables, to be provided by the Supplier to UKRI under the Contract as set out in the Specification;

**SME:** as defined by EU recommendation 2003/361/EC;

**Specification:** the description of the Goods and / or Services to be provided under this Contract as set out in Schedule 2;

**Specific Change in Law:** a Change in Law that relates specifically to the business of UKRI and which would not affect the supply of goods and/or services to another customer of the Supplier that are the same or similar to any of the Goods and/or Services;

**Supplier's Associate:** any individual or entity associated with the Supplier including, without limitation, the Supplier's subsidiary, affiliated or holding companies and any

employees, agents or contractors of the Supplier and / or its subsidiary, affiliated or holding companies or any entity that provides Goods and or Services for or on behalf of the Supplier;

**Supplier Dispute:** means any disputes, claims, litigation, mediation or arbitration whether threatened or pending in relation to any incident involving the Supplier's, or another party's, provision of the Goods and/or Services;

**Staff:** means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;

**Staff Vetting Procedures:** means vetting procedures that accord with good industry practice or, where requested by UKRI, UKRI's procedures for the vetting of personnel as provided to the Supplier from time to time;

**Term:** means the period from the Commencement Date to the Expiry Date as such period may be extended or terminated in accordance with the terms and conditions of the Contract;

**TUPE:** the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended or replaced from time to time;

**UK GDPR:** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, together with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019

**Working Day:** a day (other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 and 31 December) when banks in London are open for business.

1.2 In this Contract, unless the context requires otherwise, the following rules apply:

- (a) A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- (b) A reference to a party includes its personal representatives, successors or permitted assigns.

- (c) A reference to any Law is a reference to Law as amended or re-enacted. A reference to a Law includes any subordinate legislation made under that Law, as amended or re-enacted.
- (d) Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- (e) The headings in the Contract are for ease of reference only and do not affect the interpretation or construction of the Contract.
- (f) A reference to writing or written includes e-mails.
- (g) A reference to numbered clauses are references to the relevant clause in this Contract.
- (h) Any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done.

## **2 BASIS OF CONTRACT**

2.1 The Contract comprises of the Award Letter and its Schedules, to the exclusion of all other terms and conditions, including any other terms that the Supplier seeks to impose or incorporate (whether in any quotation, confirmation of order, invoice, in correspondence or in any other context), or which are implied by trade, custom, practice or course of dealing.

2.2 If there is any conflict or inconsistency between the Award Letter and its Schedules, the provisions of the Award Letter will prevail followed by the Conditions in this Schedule 1 to the extent necessary to resolve that conflict or inconsistency.

## **3 TERM**

3.1 This Contract shall take effect on the Commencement Date and shall expire on the Expiry Date, unless it is otherwise extended or terminated in accordance with the terms and conditions of this Contract.

## **4 SUPPLY OF SERVICES**

4.1 In consideration of UKRI's agreement to pay the Charges, the Supplier shall for the Term provide the Services to UKRI in accordance with the terms of this Contract.

4.2 The Supplier shall meet any performance dates for the Services (including the delivery of Deliverables) specified in the Specification or notified to the Supplier by UKRI.

4.3 In providing the Services, the Supplier shall:

- (a) co-operate with UKRI in all matters relating to the Services, and comply with all instructions of UKRI using reasonable endeavours to promote UKRI's interests;
- (b) perform the Services with reasonable skill, care and diligence in accordance with Good Industry Practice in the Supplier's industry, profession or trade;
- (c) use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
- (d) ensure that the Services and Deliverables will conform with the Specifications and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Supplier by UKRI;
- (e) provide all equipment, tools and vehicles and such other items as are required to provide the Services;
- (f) use goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to UKRI are of a quality in line with Good Industry Practice and are free from defects in workmanship, installation and design;
- (g) obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;
- (h) not do or allow anything to be done that would, or would be likely to, bring UKRI into disrepute or adversely affect its reputation in any way;
- (i) observe all health and safety rules and regulations and any other security requirements that apply at any of UKRI's premises; and
- (j) not do or omit to do anything which may cause UKRI to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Supplier acknowledges that UKRI may rely or act on the Services.

4.4 UKRI's rights under this Contract are without prejudice to and in addition to the statutory terms implied in favour of UKRI under the Supply of Goods and Services Act 1982 and any other applicable legislation as amended.

## **5 SUPPLY OF GOODS**

5.1 In consideration of UKRI's agreement to pay the Charges, the Supplier shall supply all Goods in accordance with the Contract. In particular, the Supplier warrants that the Goods shall:

- (a) conform with their description in the specifications (including the Specification), drawings, descriptions given in quotations, estimates, brochures, sales, marketing and technical literature or material (in whatever format made available by the Supplier) supplied by, or on behalf of, the Supplier;
- (b) be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and fit for any purpose held out by the Supplier or made known to the Supplier by UKRI, expressly or by implication, and in this respect UKRI relies on the Supplier's skill and judgement. The Supplier acknowledges and agrees that the approval by UKRI shall not relieve the Supplier of any of its obligations under this sub-clause;
- (c) where applicable, be free from defects (manifest or latent), in materials and workmanship and remain so for 12 months after Delivery;
- (d) be free from design defects;
- (e) comply with all applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods;
- (f) be supplied in accordance with all applicable legislation in force from time to time; and
- (g) be destined for supply into, and fully compliant for use in, the United Kingdom (unless specifically stated otherwise in the Specification).

5.2 In supplying the Goods, the Supplier shall co-operate with UKRI in all matters relating to the supply of the Goods and comply with all of UKRI's instructions.

- 5.3 The Supplier shall ensure that at all times it has and maintains all the licences, permissions, authorisations, consents and permits that it needs to carry out its obligations under the Contract.
- 5.4 UKRI and its representatives shall have the right to inspect and test the Goods at any time before Delivery.
- 5.5 If following such inspection or testing UKRI considers that the Goods do not conform or are unlikely to comply with the Supplier's undertakings at clause 5.1, UKRI shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.
- 5.6 Notwithstanding any such inspection or testing, the Supplier shall remain fully responsible for the Goods and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under this Contract, and UKRI shall have the right to conduct further inspections and tests after the Supplier has carried out its remedial actions.
- 5.7 UKRI's rights under the Contract are without prejudice to and in addition to the statutory terms implied in favour of UKRI under the Sale of Goods Act 1979, the Supply of Goods and Services Act 1982 and any other applicable legislation as amended.

## **6 DELIVERY**

- 6.1 Unless otherwise agreed in writing by UKRI, the Supplier shall Deliver the Goods to UKRI on the Delivery Date (with the carriage paid) to the address(es) specified in the Specification and in accordance with any other Delivery instructions provided to the Supplier.
- 6.2 Delivery of the Goods shall be completed once the completion of unloading the Goods from the transporting vehicle at the Delivery address has taken place (as well as any other specific arrangement agreed by the Parties has taken place) and UKRI has signed for the Delivery. The Supplier will unload the Goods at its own risk as directed by UKRI. The Goods will remain at the risk of the Supplier until Delivery to UKRI (including unloading) is complete and the Supplier has obtained sign-off of the Delivery Note by or on behalf of UKRI.
- 6.3 Unless otherwise stipulated by UKRI in writing to the Supplier, Deliveries shall only be accepted by UKRI on Working Days and during normal business hours.
- 6.4 The Supplier shall ensure that:
- (a) the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition:

- (b) each delivery of the Goods is accompanied by a Delivery Note; and
  - (c) if the Supplier requires UKRI to return any packaging material to the Supplier, that fact is clearly stated on the Delivery Note. Any such packaging material shall be returned to the Supplier at the Supplier's cost.
- 6.5 If the Supplier delivers to UKRI more than the quantity of Goods ordered, UKRI will not be bound to pay for the excess and any excess will remain at the Supplier's risk and will be returnable to the Supplier at the Supplier's expense.
- 6.6 If the Supplier delivers less than the quantity of Goods ordered, and UKRI accepts the delivery, a pro rata adjustment shall be made to the invoice for the Goods.
- 6.7 The Supplier shall not deliver the Goods in instalments without prior written consent from UKRI. Where it is agreed that the Goods are to be delivered in instalments, they may be invoiced and paid for separately.
- 6.8 The Supplier shall:
- (a) obtain, at its risk and expense, any export and import licences or other authorisations necessary for the export and import of the Goods and their transit through any country or territory; and
  - (b) deal with all customs formalities necessary for the export, import and transit of the Goods, and will bear the costs of complying with those formalities and all duties, taxes and other charges payable for export, import and transit.
- 6.9 Without prejudice to UKRI's statutory rights, UKRI will not be deemed to have accepted any Goods until it has had at least 14 Working Days after Delivery to inspect them and UKRI also has the right to reject any Goods as though they had not been accepted for 14 Working Days after any latent defect in the Goods has become apparent.
- 6.10 Without prejudice to clause 13.1, any access to UKRI's premises and any labour and equipment that may be provided by UKRI in connection with Delivery of the Goods shall be provided without acceptance by UKRI of any liability in respect of any actions, claims, costs and expenses incurred by third parties for any loss or damages to the extent that such loss or damage is not attributable to the negligence or other wrongful act of UKRI, its servant or agent. The Supplier shall indemnify UKRI in respect of any actions, suits, claims, demands, losses, charges, costs and expenses, which UKRI may suffer or incur as a result of or in connection with any damage or injury (whether fatal or otherwise) occurring in the course of

Delivery or installation to the extent that any such damage or injury is attributable to any act or omission of the Supplier or the Staff.

## **7 TITLE, RISK AND USE**

7.1 Without prejudice to any other rights of UKRI, title and risk in the Goods shall pass to UKRI on completion of Delivery.

7.2 The Supplier warrants that:

- (a) it has full clear and unencumbered title to the Goods;
- (b) at the Delivery Date of any of the Goods it shall have full have unrestricted right, power and authority to sell, transfer and deliver all of the Goods to UKRI; and
- (c) on Delivery, UKRI shall acquire a valid and unencumbered title to the Goods.

## **8 REMEDIES**

8.1 UKRI's rights and remedies under the Contract are in addition to its rights and remedies implied by statute and common law.

8.2 Where (i) the Supplier fails to Deliver the Goods or part of the Goods including any instalment(s) or (ii) the Goods or part of the Goods do not comply with the provisions of clause 5 then without limiting any of its other rights or remedies in this Contract or implied by statute or common law, UKRI shall be entitled to:

- (a) terminate the Contract in whole or in part without liability to the Supplier;
- (b) accept late delivery of the Goods;
- (c) require the Supplier, free of charge, to deliver substitute Goods within the timescales specified by UKRI;
- (d) require the Supplier, free of charge, to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);
- (e) reject the Goods (in whole or part) and return them to the Supplier at the Supplier's own risk and expense and UKRI shall be entitled to a full refund on those Goods or part of Goods duly returned;
- (f) buy the same or similar goods from another supplier; and



- (g) recover any expenses incurred in respect of buying the Goods from another supplier which shall include but not be limited to administration costs, chargeable staff time and extra delivery costs.

8.3 Without prejudice to any of its other rights or remedies in this Contract or implied by statute or common law, in the event that:

- (a) UKRI considers the Supplier is in breach of, or is likely to breach, clause 4.2 and the breach is capable of remedy; or
- (b) the Supplier commits a breach of clause 4.3 which is capable of remedy,

(each a “**Notifiable Breach**”), the Supplier must as soon as practicable but in any event within 5 Working Days (or as otherwise agreed by UKRI) of being notified by UKRI of the Notifiable Breach, submit a draft Remediation Plan to UKRI for approval. UKRI may, acting reasonably, consider the draft Remediation Plan as inadequate to rectify the Notifiable Breach and reject the draft, in which case the Supplier shall submit a revised Remediation Plan to UKRI for review within 3 Working Days (or as otherwise agreed by UKRI) of UKRI's notice rejecting the draft. Once the Remediation Plan is approved, the Supplier shall immediately start work on the actions set out in the approved Remediation Plan.

8.4 Where the Supplier fails to provide a Remediation Plan in accordance with the timescales specified in clause 8.3 or fails to comply with any approved Rectification Plan, UKRI shall be entitled to:

- (a) terminate the Contract with immediate effect by giving written notice to the Supplier;
- (b) recover from the Supplier any costs incurred by UKRI in performing the Services itself or obtaining substitute services from a third party;
- (c) a refund of the Charges paid in advance for Services that have not been provided by the Supplier; and
- (d) claim damages for any additional costs, loss or expenses incurred by UKRI which are in any way attributable to the Notifiable Breach and the Supplier's failure as described in this clause 8.4.

8.5 This Contract shall apply to any repaired or replacement Goods and any substituted or remedial Services provided by the Supplier.

## **9 UKRI OBLIGATIONS**

9.1 UKRI shall:

- (a) provide the Supplier with reasonable access at reasonable times to UKRI's premises for the purpose of providing the Goods and/or Services; and
- (b) provide such information to the Supplier as the Supplier may reasonably request and UKRI considers reasonably necessary for the purpose of providing the Goods and/or Services.

## **10 CHARGES AND PAYMENT**

10.1 The Charges for the Goods and/or Services are set out in Schedule 3, and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Goods and/or Services. Unless otherwise agreed in writing by UKRI, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the provision of the Goods and/or performance of the Services.

10.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate where applicable. UKRI shall, where applicable and following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Goods and/or Services.

10.3 The Supplier shall invoice UKRI at the times specified in Schedule 3 and in accordance with this clause 10. If an invoicing schedule is not specified in Schedule 3, the Supplier shall invoice UKRI on or after the Delivery of the Goods or completion of the Services.

10.4 Each invoice shall include such supporting information required by UKRI to verify the accuracy of the invoice, including the relevant PO Number and a breakdown of the Goods and/or Services supplied in the invoice period as well as appropriate details in order to allow for payment via BACS transfer (sort code and bank account details).

10.5 In consideration of the supply of the Goods and/or Services by the Supplier, UKRI shall pay the invoiced amounts within 30 days of the date of a correctly rendered invoice after verifying that the invoice is valid and undisputed. Payment shall be made to the bank account nominated in writing by the Supplier unless UKRI agrees in writing to another payment method.

10.6 If UKRI fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of clause 10.5 after a reasonable time has passed (which shall be no less than 14 calendar days).

10.7 If there is a dispute between the Parties as to the amount invoiced, UKRI may reject the invoice in its entirety. The Supplier shall not suspend the supply of the Goods and/or

Services unless the Supplier is entitled to terminate this Contract for a failure to pay undisputed invoice in accordance with clause 21.5. Any disputed invoices shall be resolved through the dispute resolution procedure detailed in Clause 32.

10.8 If a payment of an undisputed invoice is not made by UKRI by the due date, then UKRI shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment.

10.9 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:

- (a) provisions having the same effects as clauses 10.3 to 10.8 of this Contract; and
- (b) a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as 10.3 to 10.9 of this Contract.
- (c) In this clause 10.9, "sub-contract" means a contract between two or more suppliers, at any stage of remoteness from UKRI in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract.

11.10 The Supplier shall not be entitled to assert any credit, set-off or counterclaim against UKRI in order to justify withholding payment of any such amount in whole or in part. If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to UKRI in respect of any breach of the Contract), that sum may be deducted unilaterally by UKRI from any sum then due, or which may come due, to the Supplier under the Contract or under any other agreement or contract with UKRI.

## **11 TAXATION OBLIGATIONS OF THE SUPPLIER**

11.1 The Supplier shall be fully responsible for all its own tax including any national insurance contributions arising from supplying the Goods and/or Services.

11.2 The Supplier shall indemnify, and shall keep indemnified, UKRI in full against all costs, claims, expenses, damages and losses, including any interest, penalties, fines, legal and other professional fees and expenses awarded against or incurred or paid by UKRI as a

result of the Supplier's failure to account for or pay any taxes including any national insurance contributions.

## **12 UKRI PROPERTY**

12.1 The Supplier acknowledges that all information (including UKRI's Confidential Information), equipment and tools, drawings, specifications, data, software and any other materials supplied by UKRI (or its agents on behalf of UKRI) to the Supplier ("UKRI's Materials") and all rights in UKRI's Materials are and shall remain at all times the exclusive property of UKRI. The Supplier shall keep UKRI's Materials in safe custody at its own risk, maintain them in good condition until returned to UKRI, and not dispose or use the same other than for the sole purpose of performing the Supplier's obligations under the Contract and in accordance with written instructions or authorisation from UKRI.

12.2 UKRI's Materials shall be returned promptly to UKRI on expiry or termination of the Contract.

12.3 The Supplier shall reimburse UKRI for any loss or damage to UKRI's Materials (other than deterioration resulting from normal and proper use) caused by the Supplier or any Staff. UKRI's Materials supplied by UKRI (or its agents on behalf of UKRI) shall be deemed to be in a good condition when received by the Supplier or relevant Staff unless UKRI is notified otherwise in writing within 5 Working Days.

## **13 PREMISES**

13.1 If, in connection with the supply of the Goods and/or Services, UKRI permits any Staff to have access to any of UKRI's premises, the Supplier will ensure that, whilst on UKRI's premises, the Staff comply with:

- (a) all applicable health and safety, security, environmental and other legislation which may be in force from time to time; and
- (b) any UKRI policy, regulation, code of practice or instruction relating to health and safety, security, the environment or access to and use of any UKRI laboratory, facility or equipment which is brought to their attention or given to them whilst they are on UKRI's premises by any employee or representative of UKRI.

13.2 All equipment, tools and vehicles brought onto UKRI's premises by the Supplier or the Staff shall be at the Supplier's risk.

13.3 If the Supplier supplies all or any of the Goods and/or Services at or from UKRI's premises, on completion of the Goods and/or Services or termination or expiry of the Contract

(whichever is the earlier) the Supplier shall vacate UKRI's premises, remove the Supplier's plant, equipment and unused materials and all rubbish arising out of the provision of the Goods and/or Services and leave UKRI's premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to UKRI's premises or any objects contained on UKRI's premises which is caused by the Supplier or any Staff, other than fair wear and tear.

- 13.4 If the Supplier supplies all or any of the Goods and/or Services at or from its premises or the premises of a third party, UKRI may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Goods and/or Services are supplied at or from the relevant premises.

#### **14 STAFF AND KEY PERSONNEL**

- 14.1 If UKRI believes that any of the Staff are unsuitable to undertake work in respect of the Contract, it may, by giving written notice to the Supplier:

- (a) refuse admission to the relevant person(s) to UKRI's premises;
- (b) direct the Supplier to end the involvement in the provision of the Goods and/or Services of the relevant person(s); and/or
- (c) require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by UKRI to the person removed is surrendered,

and the Supplier shall comply with any such notice.

- 14.2 The Supplier shall:

- (a) ensure that all Staff are vetted in accordance with the Staff Vetting Procedures;
- (b) ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of UKRI, or is of a type otherwise advised by UKRI (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, the Staff Vetting Procedures or otherwise) is employed or engaged in the provision of any part of the supply of the Goods and/or Services;

- (c) if requested, provide UKRI with a list of names and addresses (and any other relevant information) of all persons who may require admission to UKRI's premises in connection with the Contract; and
- (d) procure that all Staff comply with any rules, regulations and requirements reasonably specified by UKRI.

14.3 Any Key Personnel shall not be released from supplying the Goods and/or Services without the agreement of UKRI, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.

14.4 Any replacement to the Key Personnel shall be subject to the prior written agreement of UKRI (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Goods and/or Services.

## **15 TUPE**

15.1 The Supplier warrants that the provision of the Goods and/or Services shall not give rise to a transfer of any employees of the Supplier or any third party to UKRI pursuant to TUPE.

## **16 ASSIGNMENT AND SUB-CONTRACTING**

16.1 The Supplier shall not without the written consent of UKRI assign, sub-contract, novate or in any way dispose of the benefit and/or the burden of the Contract or any part of the Contract. UKRI may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.

16.2 Where UKRI has consented to the placing of sub-contracts, the Supplier shall, at the request of UKRI, send copies of each sub-contract, to UKRI as soon as is reasonably practicable.

16.3 UKRI may (without any cost to or liability of UKRI) require the Supplier to replace any subcontractor where in the reasonable opinion of UKRI any mandatory or discretionary grounds for exclusion referred to in Regulation 57 of the Public Contracts Regulations 2015 (as amended) apply to the subcontractors.

16.4 UKRI may assign, novate, or otherwise dispose of its rights and obligations under the Contract without the consent of the Supplier provided that such assignment, novation or disposal shall not increase the burden of the Supplier's obligations under the Contract.

## **17 INTELLECTUAL PROPERTY RIGHTS**

17.1 All Intellectual Property Rights in any materials created or developed by the Supplier pursuant to this Contract or arising as a result of the supply of the Goods and/or Services, including the Deliverables, shall vest in UKRI. If, and to the extent, that the ownership of any Intellectual Property Rights in such materials vest in the Supplier by operation of law, the Supplier hereby assigns ownership of such Intellectual Property Rights to UKRI by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such Intellectual Property Rights, all its Intellectual Property Rights in such materials (with full title guarantee and free from all third party rights).

17.2 The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Chapter IV of Part I of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction.

17.3 The Supplier shall, promptly at the request of UKRI, do (or procure to be done) all such further acts and things and execute all such other documents as UKRI may from time to time require for the purpose of securing for UKRI the full benefit of the Contract, including all rights, title and interest in and to the Intellectual Property Rights assigned to UKRI in accordance with clause 17.1.

17.4 All Intellectual Property Rights in any materials provided by UKRI to the Supplier shall remain the property of UKRI. UKRI hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use:

- (a) any Intellectual Property Rights in the materials provided by UKRI to the Supplier;
- (b) any Intellectual Property Rights in the materials created or developed by the Supplier pursuant to this Contract and any Intellectual Property Rights arising as a result of the provision of the Goods and/or Services,

as required until termination or expiry of this Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract.

17.5 Without prejudice to clause 17.1, the Supplier hereby grants UKRI a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:

- (a) any Intellectual Property Rights vested in or licensed to the Supplier on the date of this Contract to the extent not falling within clause 17.1; and
- (b) any Intellectual Property Rights created during the Term to the extent not falling within clause 17.1,

including any modifications to or derivative versions of any such Intellectual Property Rights, which UKRI reasonably requires in order to exercise its rights and take the benefit of the Contract including the Goods and/or Services provided.

## **18 INDEMNITY**

18.1 The Supplier shall indemnify, and shall keep indemnified, UKRI in full against all costs, claims, expenses, damages and losses (whether direct or indirect to include loss of profits, loss of business, depletion of good will and similar losses), including any interest, penalties, fines, legal and other professional fees and expenses awarded against or incurred or paid by UKRI as a result of or in connection with:

- (a) the Supplier's breach or negligent performance or non-performance of this Contract;
- (b) any claim brought against UKRI for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the manufacture, receipt, use or supply of the Goods and/or Services, to the extent that the claim is attributable to the acts or omissions of the Supplier or any Staff;
- (c) any claim made against UKRI by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in Goods and/or Services, to the extent that the defect in the Goods and/or Services is attributable to the acts or omissions of the Supplier and the Staff; and
- (d) any claim whether in tort, contract, statutory or otherwise, demands, actions, proceedings and any awards arising from a breach by the Supplier of clause 15 of the Contract.

18.2 This clause 18 shall survive termination or expiry of the Contract.

## **19 INSURANCE**

19.1 Unless otherwise specified in the Award Letter, during the Term of the Contract and for a period of 6 years thereafter, the Supplier shall maintain in force the following insurance



policies with reputable insurance companies to insure the Supplier against all manner of risks that might arise out of the acts or omissions of the Supplier or otherwise in connection with the Supplier's performance of its obligations under this Contract.

- (a) Professional indemnity insurance for not less than £2 million per claim;
- (b) loss, damage or destruction of any of UKRI's property under the custody and control of the Supplier, with a minimum sum insured of £5 million per claim;
- (c) public liability insurance for not less than £5 million per claim;
- (d) employer liability insurance for not less than £5 million per claim; and
- (e) product liability insurance for not less than £5 million for claims arising from any single event.

19.2 On request from UKRI, the Supplier shall provide UKRI with copies of the insurance policy certificates and details of the cover provided.

19.3 From the Commencement Date, the Supplier shall notify UKRI in writing of any employer's liability or public liability incident arising out of or in connection with this Contract which:

- (a) has the potential to exceed £25,000 (twenty-five thousand pounds sterling) (excluding costs); and/or
- (b) irrespective of the claim's value, which may reasonably be considered to have the potential to adversely affect the reputation of UKRI,

within five (5) days of such an incident occurring.

19.4 The Supplier shall keep UKRI informed and up-to-date on the progress of any incident referred to in clause 19.3 and related claims, decisions taken in respect of liability and any movement of reserves with respect thereto.

19.5 The Supplier shall ensure that any subcontractors also maintain adequate insurance having regard to the obligations under the Contract which they are contracted to fulfil.

19.6 The Supplier shall:

- (a) do nothing to invalidate any insurance policy or to prejudice UKRI's entitlement under it; and

- (b) notify UKRI if any policy is (or will be) cancelled or its terms are (or will be) subject to any material change.

19.7 The Supplier's liabilities under the Contract shall not be deemed to be released or limited by the Supplier taking out the insurance policies referred to in clause 19.1.

19.8 If the Supplier fails or is unable to maintain insurance in accordance with clause 19.1, UKRI may, so far as it is able, purchase such alternative insurance cover as it deems to be reasonably necessary and shall be entitled to recover all reasonable costs and expenses it incurs in doing so from the Supplier.

## **20 LIABILITY**

20.1 UKRI shall not be responsible for any injury, loss, damage, cost or expense suffered by the Supplier if and to the extent that it is caused by the negligence or wilful misconduct of the Supplier or the Staff or breach by the Supplier of its obligations under the Contract. The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by UKRI if and to the extent that it is caused by the negligence or wilful misconduct of UKRI or by breach by UKRI of its obligations under the Contract.

20.2 Subject to clause 20.6, UKRI shall not have any liability for:

- (a) any indirect or consequential loss or damage;
- (b) any loss of business, rent, profit or anticipated savings;
- (c) any damage to goodwill or reputation;
- (d) loss, theft, damage or destruction to any equipment, tools, machinery, vehicles or other equipment brought onto UKRI's premises by or on behalf of the Supplier; or
- (e) any loss, damage, costs or expenses suffered or incurred by any third party.

20.3 Subject to clause 20.6, the aggregate liability of UKRI in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Contract, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed 100% of the Charges paid or payable to the Supplier.

20.4 Subject always to clause 20.5 and 20.6, the Supplier's aggregate liability in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the

Contract, the supply or failure to supply of the Goods and/or Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed the Limit of Liability.

20.5 The Supplier's liability under the indemnity in clause 18.1(b), 29.1 and 27.7 shall be unlimited.

20.6 Nothing in the Contract restricts either Party's liability for:

- (a) death or personal injury resulting from its negligence or that of its Staff; or
- (b) its fraud (including fraudulent misrepresentation) by it or that of its Staff; or
- (c) breach of any obligations as to title implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982; or
- (d) any other matter which, by law, may not be excluded or limited.

## **21 TERMINATION**

21.1 UKRI may terminate the Contract in whole or in part at any time before the Goods and/or Services are provided with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue the provision of the Goods and/or Services (in whole or in part as applicable). UKRI shall pay to the Supplier:

- (a) such Charges or that part of the Charges for Goods which have been Delivered to UKRI or, on the deemed date of service of the notice of cancellation, are already in transit and the costs of materials which the Supplier has purchased to fulfil the order for the Goods and which cannot be used for other orders or be returned to the supplier of those materials for a refund; and/or
- (b) such Charges or that part of the Charges for Services provided and a fair and reasonable portion of the Charges for work-in-progress in performing the Services at the time of termination,

but UKRI shall not be liable for any loss of anticipated profits or any consequential loss and the Supplier shall have a duty to mitigate its costs and shall on request provide proof of work-in-progress claimed.

- 21.2 UKRI may terminate the Contract at any time by notice in writing to the Supplier to take effect on any date falling at least 3 months (or, if the Contract is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 21.3 UKRI may terminate the Contract with immediate effect by giving written notice to the Supplier if:
- (a) the circumstances set out in clauses 8.2, 8.4 or 29.1 apply; or
  - (b) the Supplier is in material breach of any obligation under the Contract which is not capable of remedy; or
  - (c) the Supplier breaches any term of the Contract and (if such breach is remediable) fails to remedy that breach within 30 days of being notified in writing of the breach; or
  - (d) the Supplier repeatedly breaches any of the terms and conditions of this Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of this Contract; or
  - (e) the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986, or (being a partnership) has any partner to whom any of the foregoing apply; or
  - (f) the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors; or
  - (g) (being a company) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier; or
  - (h) (being an individual) the Supplier is the subject of a bankruptcy petition or order; or
  - (i) a creditor or encumbrancer of the Supplier attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or

sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days; or

- (j) (being a company) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier; or
- (k) a person becomes entitled to appoint a receiver over the Supplier's assets or a receiver is appointed over the Supplier's assets; or
- (l) any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 21.3(e) to clause 21.3(k) inclusive; or
- (m) there is a change of control of the Supplier (within the meaning of section 1124 of the Corporation Tax Act 2010); or
- (n) the Supplier suspends, or threatens to suspend, or ceases or threatens to cease to carry on, all or substantially the whole of its business; or
- (o) the Supplier's financial position deteriorates to such an extent that in UKRI's opinion the Supplier's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
- (p) (being an individual) the Supplier dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his or her own affairs or becomes a patient under any mental health legislation.

21.4 The Supplier shall notify UKRI as soon as practicable of any change of control as referred to in clause 21.3(m) or any potential such change of control.

21.5 The Supplier may terminate the Contract by written notice to UKRI if UKRI has not paid any undisputed invoice within 90 days of it falling due.

21.6 Termination or expiry of the Contract shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 4, 5, 6, 7, 11, 12, 15, 17, 18, 19, 20, 24, 25, 26, 27, 28, 29, 34, 36, 37 or any other provision of the Contract that either expressly or by implication has effect after termination.

21.7 Upon termination or expiry of the Contract, the Supplier shall immediately:

- (a) cease all work on the Contract;
- (b) deliver to UKRI all Deliverables and all work-in-progress whether or not then complete. If the Supplier fails to do so, UKRI and/or its representatives shall have the right to enter the Supplier's premises (which the Supplier shall not refuse) in order to take possession of all Deliverables and all work-in-progress. The Supplier shall allow UKRI and its representatives such access and assistance as required by UKRI and its representatives to take possession of the Deliverables and the work-in-progress. Until the Deliverables and the work-in-progress have been returned to UKRI, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
- (c) cease use of and return (or, at UKRI's election, destroy) all of UKRI's Materials in the Supplier's possession or control; and
- (d) give all reasonable assistance to UKRI and any incoming supplier of the Goods and/or Services (as applicable); and
- (e) return or destroy UKRI's Confidential Information in accordance with clause 24.3.

## **22 DECLARATION OF INEFFECTIVENESS AND PUBLIC PROCUREMENT TERMINATION EVENT**

22.1 In the event that a Court makes a Declaration of Ineffectiveness, UKRI will promptly notify the Supplier in writing. The Parties agree that the provisions of clause 21.7 and this clause 22 will continue to apply as from the time when the Declaration of Ineffectiveness is made.

22.2 The Declaration of Ineffectiveness will not prejudice or affect any right, liability or remedy which has accrued or will accrue to either Party prior to or after such Declaration of Ineffectiveness in respect of the period prior to the Declaration of Ineffectiveness.

22.3 Consistent with UKRI's rights of termination implied into the Contract by Public Contracts Regulations 2015 (as amended), in the event of a Public Procurement Termination Event, UKRI shall promptly notify the Supplier and the provisions of clause 21.7 and this clause 22 shall apply as from the date of receipt by the Supplier of the notification of the Public Procurement Termination Event.

22.4 The Public Procurement Termination Event shall not prejudice or affect any right, liability or remedy which has accrued or shall accrue to either Party prior to or after such Public

Procurement Termination Event in respect of the period prior to the Public Procurement Termination Event.

22.5 During any Court proceedings seeking a Declaration of Ineffectiveness or following notification of a Public Procurement Termination Event, UKRI may require the Supplier to prepare a contingency plan with the effect of achieving:

- (a) An orderly and efficient cessation of the Contract or a transition of the provisions of the Goods and/or Services to UKRI or such other entity as UKRI may specify; and
- (b) Minimal disruption or inconvenience to UKRI or to UKRI's supported organisations or clients,

and the Parties agree that this shall have effect in the event a Declaration of Ineffectiveness is made or a Public Procurement Termination Event occurs.

22.6 Where there is any conflict between the provisions of clause 21.7 and this clause 22 and the contingency plan then the clauses of this Contract shall take precedence.

22.7 The Parties will comply with their respective obligations under any contingency plan (as agreed by the Parties, or where agreement cannot be reached, as reasonably determined by UKRI) in the event that a Declaration of Ineffectiveness is made or a Public Procurement Termination Event occurs.

## **23 GOVERNANCE AND RECORDS**

23.1 The Supplier shall:

- (a) attend progress meetings with UKRI at the frequency and times specified by UKRI and shall ensure that its representatives are suitably qualified to attend such meetings; and
- (b) submit progress reports to UKRI at the times and in the format specified by UKRI .

23.2 The Supplier shall keep and maintain until 6 years after the expiry or termination of the Contract, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Goods and/or Services supplied under it and all payments made by UKRI. The Supplier shall on request afford UKRI and its representatives such access to those records as may be reasonably requested by UKRI in connection with the Contract.

- 23.3 UKRI may from time to time require the Supplier to complete the Cyber Essentials Questionnaire. The Supplier shall submit a completed Cyber Essentials Questionnaire to UKRI within 10 Working Days of a request from UKRI. UKRI shall not be liable for the Supplier's or the Staff's costs in complying with this clause.
- 23.4 The Supplier shall keep and maintain records of sub-contractors it uses to supply the Goods and/or Services, including whether the sub-contractor is an SME and the payments it has made to the sub-contractor as a result of the sub-contractor's work under this Contract. The Supplier shall provide such records to UKRI within 10 Working Days of a request from UKRI.
- 23.5 Where the estimated annual Charges are above £5 million, the Supplier shall:
- (a) advertise on the UK Government's Contracts Finder website all sub-contractor opportunities above £10,000 arising from and in connection with this Contract. Each advert shall provide a full and detailed description of the sub-contract opportunity with each of the mandatory fields on Contracts Finder being completed.
  - (b) within 90 days of awarding a sub-contract, update the notice on Contracts Finder with details of the successful sub-contractor;
  - (c) monitor the number, type and value of the sub-contract opportunities placed on Contracts Finder in its supply chain during the Term;
  - (d) provide reports on the information at clause 23.5(c) to UKRI in the format and frequency reasonably requested by UKRI; and
  - (e) promote Contracts Finder to its suppliers and encourage those organisations to register on Contracts Finder.
- 23.6 Clause 23.5 shall only apply to sub-contractor opportunities arising after the Commencement Date and UKRI may by giving its prior written approval decide to waive the obligations under Clause 23.5 in respect of any sub-contractor opportunity.

## **24 CONFIDENTIAL INFORMATION**

- 24.1 Subject to clause 24.2, each Party shall:
- (a) treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the Disclosing Party; and
  - (b) not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under the Contract.



24.2 Notwithstanding clause 24.1, a Receiving Party may disclose Confidential Information:

- (a) where disclosure is required by applicable law or by a court of competent jurisdiction;
- (b) to its auditors or for the purposes of regulatory requirements;
- (c) on a confidential basis, to its professional advisers;
- (d) to the Serious Fraud Office where the Receiving Party has reasonable grounds to believe that the Disclosing Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;
- (e) where the Receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier's obligations under the Contract provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause (e) shall observe the Supplier's confidentiality obligations under the Contract; and
- (f) where the Receiving Party is UKRI:
  - (i) on a confidential basis to the employees, agents, consultants and contractors of UKRI;
  - (ii) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which UKRI transfers or proposes to transfer all or any part of its business;
  - (iii) to the extent that UKRI (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
  - (iv) in accordance with clause 28;
  - (v) and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on UKRI under this clause 24.

24.3 All documents and other records (in whatever form) containing Confidential Information supplied to or acquired by the Receiving Party from the Disclosing Party or its representatives shall be returned promptly to the Disclosing Party (or, at the election of the Disclosing Party, destroyed promptly) on expiry or termination of the Contract, and no copies shall be kept.

## **25 TRANSPARENCY**

25.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA or EIR, the content of the Contract is not Confidential Information and the Supplier hereby gives its consent for UKRI to publish this Contract in its entirety to the general public (but with any information that is exempt from disclosure in accordance with the FOIA or EIR (as applicable) redacted) including any changes to the Contract agreed from time to time. UKRI may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA or EIR.

## **26 PUBLICITY**

26.1 The Supplier shall not make any press announcements or publicise this Contract in any way without prior written consent from UKRI.

26.2 UKRI shall be entitled to publicise this Contract in accordance with any legal obligation upon UKRI, including any examination of this Contract by the National Audit Office pursuant to the National Audit Act 1983 or otherwise.

26.3 The Supplier shall not do anything or cause anything to be done, which may damage the reputation of UKRI.

## **27 DATA PROTECTION**

27.1 In this clause 27, the terms, “processing”, “data controller” and “data processor”, “data protection officer” “data subject” “personal data” “personal data breach” shall have the same meanings given to them under UK GDPR or the EU GDPR as the context requires.

27.2 The Supplier acknowledges the only Processing that it is authorised to do is listed in Schedule 7 (*Processing Personal Data*) by UKRI.

27.3 The Supplier shall notify UKRI immediately if it considers that any of UKRI's instructions infringe the Data Protection Legislation.

27.4 The Supplier shall provide all reasonable assistance to UKRI in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of UKRI, include:

27.4.1 a systematic description of the envisaged Processing and the purpose of the Processing;

27.4.2 an assessment of the necessity and proportionality of the Processing in relation to the Goods and/or Services;

27.4.3 an assessment of the risks to the rights and freedoms of Data Subjects; and

27.4.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

27.5 The Supplier shall, in relation to any Personal Data Processed in connection with its obligations under this Contract:

27.5.1 Process that Personal Data only in accordance with Schedule 7 (*Processing Personal Data*), unless the Supplier is required to do otherwise by Law. If it is so required the Supplier shall notify UKRI before Processing the Personal Data unless prohibited by Law;

27.5.2 ensure that it has in place Protective Measures, (if the Supplier is holding UKRI Data, including back-up data, that it is held by a secure system that complies with the Security Policy and any applicable Security Management Plan) which UKRI may reasonably reject (but failure to reject shall not amount to approval by UKRI of the adequacy of the Protective Measures) having taken account of the:

- a) nature of the data to be protected;
- b) harm that might result from a Personal Data Breach;
- c) state of technological development; and
- d) cost of implementing any measures;

27.5.3 ensure that:

- a) the Supplier Staff do not Process Personal Data except in accordance with the Contract (and in particular Schedule 7 (*Processing Personal Data*));
- b) it uses all reasonable endeavours to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:
  - (i) are aware of and comply with the Supplier's duties under this Clauses 28 and 25;
  - (ii) are subject to appropriate confidentiality undertakings with the Supplier or any sub-processor;
  - (iii) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by UKRI or as otherwise permitted by this Contract; and
  - (iv) have undergone adequate training in the use, care, protection and handling of Personal Data;

27.5.4 not transfer Personal Data outside of the UK unless the prior written consent of UKRI has been obtained and the following conditions are fulfilled:

- a) the transfer is in accordance with Article 45 of the UK GDPR (or section 73 of DPA 2018); or
- b) UKRI or the Supplier has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or section 75 of the DPA 2018) as determined by UKRI which could include relevant parties entering into the International Data Transfer Agreement (the "IDTA"), or International Data Transfer Agreement

Addendum to the European Commission's SCCs (the "**Addendum**"), as published by the Information Commissioner's Office from time to time, as well as any additional measures determined by UKRI;

- c) the Data Subject (as defined by the Data Protection Act 2018) has enforceable rights and effective legal remedies;
- d) the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist UKRI in meeting its obligations); and
- e) the Supplier complies with any reasonable instructions notified to it in advance by UKRI with respect to the Processing of the Personal Data;

27.5.5 where the Personal Data is subject to EU GDPR, not transfer Personal Data outside of the EU unless the prior written consent of UKRI has been obtained and the following conditions are fulfilled:

- a) the transfer is in accordance with Article 45 of the EU GDPR; or
- b) the transferring Party has provided appropriate safeguards in relation to the transfer in accordance with Article 46 of the EU GDPR as determined by the non-transferring Party which could include relevant parties entering into Standard Contractual Clauses in the European Commission's decision 2021/914/EU or such updated version of such Standard Contractual Clauses as are published by the European Commission from time to time as well as any additional measures determined by the non-transferring Party;
- c) the Data Subject has enforceable rights and effective legal remedies;
- d) the transferring Party complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the non-transferring Party in meeting its obligations); and
- e) the transferring Party complies with any reasonable instructions notified to it in advance by the non-transferring Party with respect to the processing of the Personal Data; and

27.5.6 at the written direction of UKRI, delete or return Personal Data (and any copies of it) to UKRI on termination of this Contract unless the Supplier is required by Law to retain the Personal Data.

- 27.6 Subject to Clause 28.7, the Supplier shall notify UKRI immediately if in relation to it Processing Personal Data under or in connection with this Contract it:
- 27.6.1 receives a Data Subject Access Request (or purported Data Subject Access Request);
  - 27.6.2 receives a request to rectify, block or erase any Personal Data;
  - 27.6.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
  - 27.6.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under the Contract;
  - 27.6.5 receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
  - 27.6.6 becomes aware of a Personal Data Breach.
- 27.7 The Supplier's obligation to notify under Clause 27.2 shall include the provision of further information to UKRI, as details become available.
- 27.8 Taking into account the nature of the Processing, the Supplier shall provide UKRI with assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under Clause 28.5 (and insofar as possible within the timescales reasonably required by UKRI) including by immediately providing:
- 27.8.1 UKRI with full details and copies of the complaint, communication or request;
  - 27.8.2 such assistance as is reasonably requested by UKRI to enable it to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
  - 27.8.3 UKRI, at its request, with any Personal Data it holds in relation to a Data Subject;
  - 27.8.4 assistance as requested by UKRI following any Personal Data Breach; and/or
  - 27.8.5 assistance as requested by UKRI with respect to any request from the Information Commissioner's Office or any other regulatory authority, or any consultation by UKRI with the Information Commissioner's Office or any other regulatory authority.
- 27.9 The Supplier shall maintain complete and accurate records and information to demonstrate its compliance with Clause 28. This requirement does not apply where the Supplier employs fewer than 250 staff, unless:
- 27.9.1 UKRI determines that the Processing is not occasional;

- 27.9.2 UKRI determines the Processing includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR; or
- 27.9.3 UKRI determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 27.10 The Supplier shall allow for audits of its Data Processing activity by UKRI or UKRI's designated auditor.
- 27.11 The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
- 27.12 Before allowing any sub-processor to process any Personal Data related to the Contract, the Supplier must:
- 27.12.1 notify UKRI in writing of the intended sub-processor and processing;
  - 27.12.2 obtain the written consent of UKRI;
  - 27.12.3 enter into a written agreement with the sub-processor which give effect to the terms set out in this Clause 28 such that they apply to the sub-processor; and
  - 27.12.4 provide UKRI with such information regarding the sub-processor as UKRI may reasonably require.
- 27.13 To the extent that UKRI provides its consent pursuant to clause 28.12, the Supplier shall flow down the contractual obligations contained in this clause 28 to sub-processors. For the avoidance of doubt, the Supplier shall remain fully liable for all acts or omissions of any of its sub-processor.
- 27.14 UKRI may, at any time on not less than 30 Working Days' notice, revise this Clause 28 by replacing it with any applicable controller to Supplier standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Contract).
- 27.15 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. UKRI may on not less than 30 Working Days' notice to the Supplier amend this Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.
- 27.2 Notwithstanding any other remedies available to UKRI, fully indemnify UKRI as a result of any such breach of the GDPR, by the Supplier or any other party used by the Supplier in its performance of the Contract that results in UKRI suffering fines, loss or damages.

## 28 FREEDOM OF INFORMATION

- 28.1 The Supplier acknowledges that UKRI is subject to the requirements of FOIA and EIR and shall:
- (a) provide all necessary assistance and co-operation as reasonably requested by UKRI to enable UKRI to comply with its obligations under FOIA and EIR in relation to any Requests for Information relating to this Contract;
  - (b) transfer to UKRI all Requests for Information relating to this Contract that it receives as soon as practicable and in any event within 2 Working Days of receipt;
  - (c) provide UKRI with a copy of all Information belonging to UKRI requested in the Request for Information which is in its possession or control in the form that UKRI requires within 5 Working Days (or such other period as UKRI may reasonably specify) of UKRI 's request for such Information; and
  - (d) not respond directly to a Request for Information unless authorised in writing to do so by UKRI.
- 28.2 UKRI shall be responsible for determining (in its absolute discretion) whether any Information:
- (a) is exempt from disclosure in accordance with the provisions of FOIA or EIR;
  - (b) is to be disclosed in response to a Request for Information,
- 28.3 The Supplier acknowledges that UKRI may be obliged under the FOIA or EIR to disclose Information, in some cases even where that Information is commercially sensitive:
- (a) without consulting with the Supplier, or
  - (b) following consultation with the Supplier and having taken its views into account.
- 28.4 Where clause 28.3(a) applies UKRI shall, in accordance with any recommendations issued under any code of practice issued under section 45 of FOIA, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention as soon as practicable after any such disclosure.
- 28.5 Where the Supplier is subject to the requirements of the FOIA and EIR, UKRI shall assist and co-operate with the Supplier to enable the Supplier to comply with its obligations under



the FOIA and EIR in relation to any Requests for Information received by the Supplier relating to this Contract.

## **29 CORRUPTION**

29.1 Without prejudice to any other rights or remedies available to UKRI, UKRI shall be entitled to terminate the Contract immediately and to recover from the Supplier the amount of any loss resulting from such termination if the Supplier or the Supplier's Associate:

- (a) offers or agrees to give any person working for or engaged by UKRI, UKRI's staff and agents, or any Public Body any favour, gift or other consideration, which could act as an inducement or a reward for any act or failure to act connected to the Contract, or any other agreement with UKRI or any Public Body;
- (b) has entered into the Contract if it has knowledge that, in connection with it, any money has been, or will be, paid to any person working for or engaged by UKRI, or any Public Body by or for the Supplier, or that an agreement has been reached to that effect, unless details of any such arrangement have been disclosed in writing to UKRI before the Contract is entered into;
- (c) breaches the provisions of the Prevention of Corruption Acts 1889 to 1916, or the Bribery Act 2010; or
- (d) gives any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

29.2 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent fraud by the Supplier and the Supplier's Associates in connection with the Contract and shall notify UKRI immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

29.3 For the purposes of clause 29.1, "loss" shall include, but shall not be limited to:

- (a) UKRI's costs in finding a replacement supplier;
- (b) direct, indirect and consequential losses; and
- (c) any loss suffered by UKRI as a result of a delay in the performance of the Services or its receipt of the Goods (as applicable).

### **30 MODERN SLAVERY ACT 2015**

30.1 In performing its obligations under this Contract, the Supplier shall and shall ensure that any permitted sub-contractors shall comply with:

- (a) all applicable laws, statutes and regulations from time to time in force, including but not limited to the Modern Slavery Act 2015; and
- (b) Any anti-slavery policy adopted by UKRI from time to time.

30.2 UKRI may from time to time require the Supplier to provide information and evidence to demonstrate its and its sub-contractors' compliance with clause 30.1. The Supplier shall provide such information with 10 Working Days of a request from UKRI for the same. A breach of this clause 30.1 shall be deemed a material breach for the purpose of clause 21.3(b).

### **31 FORCE MAJEURE**

31.1 Neither Party to this Contract shall in any circumstances be liable to the other for any delay or non-performance of its obligations under this Contract to the extent that such delay or non-performance is due to a Force Majeure Event. Subject to Clause 31.3, the date for performance of any affected obligations will be suspended for a period equal to the delay caused by the Force Majeure Event.

31.2 If a Party is delayed in or prevented from performing its obligations under this Contract by a Force Majeure Event, such Party shall:

- (a) give notice in writing of such delay or prevention to the other Party specifying the nature and extent of the Force Majeure Event immediately on becoming aware of it; and
- (b) use all reasonable endeavours to mitigate the effects of the Force Majeure Event on the performance of its obligations.

31.3 If the Force Majeure Event continues for a period of 30 (thirty) days or more following notification, then either Party may terminate this Contract by giving not less than 10 (ten) days' prior written notice to the other Party.

31.4 UKRI shall not be liable to pay the Charges in relation to any Goods and/or Services that are not provided by the Supplier due to a Force Majeure Event.

## 32 DISPUTE RESOLUTION

- 32.1 The Parties agree to co-operate with each other in an amicable manner with a view to achieving the successful implementation of this Contract.
- 32.2 If a Dispute arises between UKRI and the Supplier during the Term in relation to any matter which cannot be resolved by local operational management either Party may refer the matter for determination in accordance with the procedure set out in Clause 32.3.
- 32.3 A Dispute referred for determination under clause 32.2 shall be resolved as follows:
- (a) by referral in the first instance to the decision of the individuals for each Party referred to in the Award Letter for stage 1 escalations; and
  - (b) if a Dispute is not resolved within 21 days of its referral pursuant to Clause 32.3(a) such Dispute shall be referred to the individuals for each Party referred to in the Award Letter for stage 2 escalations.
- 32.4 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in Clause 32.3(b), the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "**Mediator**") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 32.5 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.
- 32.6 Neither Party shall be prevented from, or delayed in, seeking orders for specific performance or interlocutory or final injunctive relief on an ex parte basis or otherwise as a result of the terms of this Clause 32, such clause not applying in respect of any circumstances where such remedies are sought.

## 33 CHANGE CONTROL PROCEDURE

- 33.1 In the event that either party desires to change the terms of this Contract, the following procedures will apply:

- (a) the Party requesting the change will deliver a “Change Request” (in the form (or substantially in the same form) contained in Schedule 5 to this Contract) which describes:
- (i) the nature of the change;
  - (ii) the reason for the change;
  - (iii) the effect that the requested change will have on the scope or Specification for the Services; and
  - (iv) any change to the Charges and the Term.
- (b) Upon receipt of a Change Request, the receiving Party’s authorised representative will contact his/ her counterpart within 5 working days to discuss and agree the Change Request. The parties will negotiate the proposed changes to the Contract in good faith and agree a timeline in which to finalise the Change Notice.
- (c) Neither party is obliged to agree to a Change Request, but if the parties do agree to implement such a Change Request, the appropriate authorised representatives of both parties will sign the Change Request which will be effective from the date set out in the Change Request. If there is no Change Request signed by both parties, the content of that Change Notice shall not be deemed as agreed.
- (d) If there is any conflict between the terms and conditions set out in the Contract and the Change Request, then the terms and conditions set out in the most recent fully executed Change Request will apply.
- (e) The Supplier shall neither be relieved of its obligations to supply the Goods and/or Services in accordance with the terms and conditions of this Contract nor be entitled to an increase in the Charges as the result of:
- (i) a General Change in Law; or
  - (ii) a Specific Change in Law where the effect of that Specific Change in Law on the Goods and/or Services is reasonably foreseeable at the Commencement Date.

## **34 ENTIRE AGREEMENT**

34.1 The Contract constitutes the entire agreement between UKRI and the Supplier in relation to the supply of the Services and/or Goods and the Contract supersedes and replaces any prior written or oral agreements, representations or understandings between them relating to that subject matter. The Parties confirm that they have not entered into the Contract on the basis of any representation that is not expressly incorporated into the Contract. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.

## **35 NOTICES**

35.1 Any notice to be given under the Contract shall be in writing and may be served by personal delivery, first class or recorded post or, subject to clause 35.3, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in writing.

35.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day, otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.

35.3 Notices under clauses 21, 22 and 31 may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 35.1.

## **36 GENERAL**

36.1 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

36.2 If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

36.3 A waiver of any right or remedy under the Contract is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further

exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

36.4 The Contract shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Contract. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.

36.5 A person who is not a Party to this Contract shall have no right to enforce any of its provisions, which expressly or by implication, confer a benefit on him or her, without the prior written agreement of the Parties.

36.6 The Contract cannot be varied except in writing signed by a duly authorised representative of both the Parties.

### **37 GOVERNING LAW AND JURISDICTION.**

37.1 The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

## **Schedule 2 - Specification**

- 1 The Suppliers shall provide the Goods and/or Services in accordance with this Schedule 2.

### **Core Specification for Net Zero Living: Thriving Places Technical Assistance Pool**

#### **1. Introduction**

##### 1.1 Context

Innovate UK, a part of UK Research & Innovation, is procuring a Technical Assistance Pool to provide expert support to local authorities and their partners funded by its Net Zero Living: Thriving Places programme to accelerate their net zero journey.

The Technical Assistance Pool will be delivering support as part of Innovate UK's integrated capacity building and upskilling package, Future Ready, alongside other programme delivery partners.

There are three core functions within Future Ready that the Technical Assistance Pool will be expected to deliver.

- **Net Zero Academy: Training and upskilling modules**
- **Dedicated 121 Support**
- **Insights Generation and consolidation**

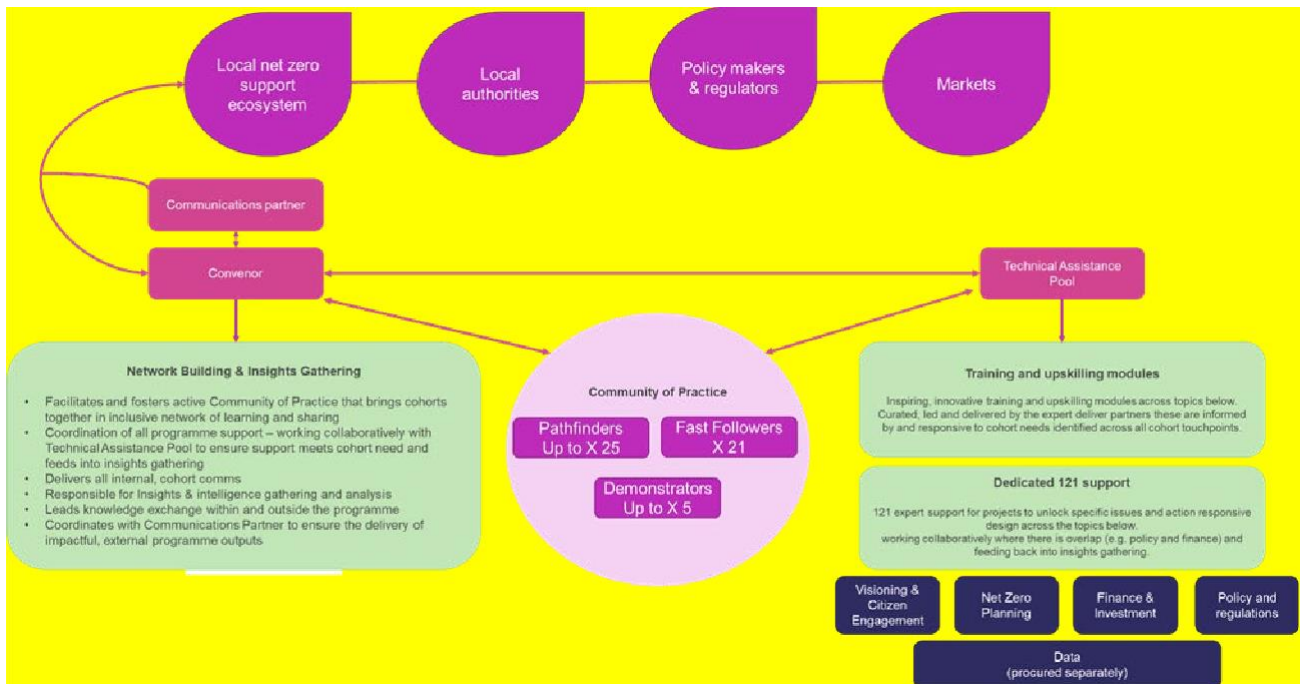
There are four key areas of expertise that we are seeking to procure, each as an individual lot. Suppliers can apply to one or multiple lots and we welcome collaborative applications. Please note any consortiums or collaborations will be required to bid under a lead supplier as a sub-contractor.

- **Lot 1: Visioning and Citizen Engagement**
- **Lot 2: Net Zero Planning**
- **Lot 3: Finance & Investment**
- **Lot 4: Policy & Regulation**

The Technical Assistance Pool is expected to work collaboratively to design and deliver a programme of support that enables cohorts to upskill across these four focus areas integrating support where overlaps exist to make support as streamlined as possible for cohorts.

##### 1.2 Future Ready Integrated Delivery Structure Overview

The diagram below outlines the structure of the programme and how we expect the Technical Assistance Pool to interact both with the cohorts and other partners to deliver a coordinated overall programme.



All three cohorts are focussed on accelerating local net zero deployment, but each are at a different stage in that journey and have been funded by Innovate UK to undertake different actions on that path.

- **7 x Demonstrators** furthest ahead in their net zero journeys funded by our Net Zero Pathfinder Phase 2 competition for 21 months to run multi-million-pound programmes that show how to practically implement net zero projects and unlock barriers to delivery
- **18 x Pathfinders** funded by our Net Zero Pathfinder Phase 2 competition for 18 months to continue developing their plans for removing non-technical barriers to net zero delivery and engaging in our active programme of learning. (Note: not in receipt of demonstrator funding).
- **21 x Fast Followers** that are at an earlier stage of their net zero journey, funded for 24 months by the net zero fast follower competition to provide a net zero innovation officer function who will participate in an active programme of learning and support, whilst also delivering a small net zero pilot project
- **4 additional Fast Followers who will be funded from 1<sup>st</sup> March 2024 until 31<sup>st</sup> July 2025.**

While each place has grant funding for their own net zero efforts, Future Ready brings the cohorts together across the total funding period to create critical opportunities for knowledge exchange, upskilling and collaboration between them. This real-time sharing and learning is essential for building the collective understanding of local net zero delivery and accelerating impact both within and outside the programme. It will help us remove barriers faster, identify common challenges to be addressed, and remove unnecessary duplication of effort.

### 1.3 Programme timescales

As the cohorts have been recruited through different competitions with different scopes, the timeline of their activities also differs. Programme timescales are shown below.





- **Lot 1 - Visioning & Citizen Engagement:** developing a clear future-proofed vision of what a just and sustainable net zero transition looks like in relation to the specific challenges and opportunities faced by a place, and using that vision to drive meaningful citizen engagement that ensures it is fit for all, so as to improve acceptance and uptake of net zero solutions
- **Lot 2 - Net Zero Planning:** support to enable local authorities to understand the best approach to take to decarbonisation planning that accelerates pipeline development while allowing them to get on with delivering no-regrets activity like domestic energy efficiency and retrofit measures.
- **Lot 3 - Finance & Investment:** how to work with the finance community to develop investable projects that can attract private sector finance at scale and respond to local needs and identified business opportunities, and which accelerates net zero deployment
- **Lot 4 - Policy and Regulation:** helps cohorts to understand the policy and regulatory environment as it changes and how it affects their net zero plans, how to tackle identified barriers and proactively engage (collectively and individually) to push for change where barriers to local net zero delivery exist.

An additional supplier will be procured through the [Net Zero Living: User Focused Products Digital Accelerator Support to](#) deliver support across both sides of the programme on **Data & Digital**. Within Thriving Places this supplier will work as part of the Technical Assistance Pool to enable cohorts to understand data best practice principles and how digitalisation and open data best practice can optimise their net zero journey to lead to better outcomes. Furthermore, Future Ready will also provide support to cohorts in how to engage **business** in co-creating appropriate solutions to their challenges, which will be delivered by Innovate UK KTN. All technical assistance pool suppliers will be expected to collaborate with the partners in these other work streams as well as with each other.

## 2.2 Defining success

We want to equip local authorities and their net zero innovation officers with a set of skills, experiences, and ethos that we think are essential to accelerate the deployment of appropriate local net zero solutions.

However, we are also looking to inspire change and innovative thinking in order to accelerate the transition to net zero.

Throughout all support streams, the local authorities should build an understanding of how to measure and evaluate their own success and engage with suppliers at every level of the programme to participate in programme monitoring and evaluation.

By the end of this programme, we want to have successfully supported up to 51 places in developing and/or deploying locally appropriate solutions that:

- build on the wealth of existing previous work that we and others have done in this area
- make significant progress towards supporting their decarbonisation plans
- respond to real citizen needs across all demographics and support the most vulnerable
- have identified innovative private sector partners helping drive growth across the economy
- have clearer frameworks for financing supported by an engaged and proactive finance community
- have ensured local authorities and projects are using data and digitalisation appropriately to plan and deliver more effectively, report and monitor progress, and have adopted data best practice.

- ensure project participants delivering this work are well networked, supported and maximising their agency and leadership potential
- ensure pathways, methods and learning are being shared openly to support other local authorities and stakeholders achieve net zero across the UK
- create a collaborative policy and regulatory feedback loop so that projects are sharing barriers and opportunities with government who are responsive to the opportunities in places across the UK.

Success for the programme will be demonstrated in the success of the participants, the increased confidence and expertise in the supported individuals in driving net zero development programmes, the coherence of the support networks and partners, and in demonstrating to key policy makers how these local approaches can be optimised to support net zero, levelling-up, and UK-wide growth and the skills required to deliver net zero at scale.

Support Innovate UK's efforts to build our collective understanding of how local approaches to net zero and meaningfully contribute to:

- Delivering the social, environmental and economic benefits associated with local optimisation in the net zero transition
- meeting national net zero targets, and what is required from local actors to achieve this at the scale and pace needed
- Informing the design and development of future interventions delivered across the support landscape by IUK, DESNZ and other stakeholders
- Collaborating and coordinating with other stakeholders in the local net zero support space to ensure strategic alignment of delivery and policy messaging

Inform Innovate UK KTN, DESNZ and other relevant stakeholders understanding of how capacity building and technical assistance support could be scaled to meet the needs of all local authorities in their transition to net zero

### **3. Scope**

#### **3.1 Overview**

Future Ready will bring together three cohorts of local authorities at different stages of their net zero journey, and with different needs. The Technical Assistance Pool will need to work with them all alongside IUK, the Convenor and other programme delivery partners, to develop an impactful support and learning package in response to their requirements and in service of the overall aims and objectives of the Thriving Places programme.

The four lots of the Technical Assistance Pool will be appointed by January 2023 for a contract length of 24 months to the end of the Thriving Places programme in December 2025, including 2 months wrap up once cohort activity has closed.

#### **3.2 Core Functions**

There are three core functions within Future Ready that the Technical Assistance Pool will be expected to deliver against each of the lots. Across these three functions, the Technical Assistance Pool is expected to work collaboratively to design and deliver a programme of support that enables cohorts to upskill across the four focus areas and to integrate content where intersections exist to make this as streamlined as possible for projects.

Specific requirements for each function are defined within each lot.

#### **Net Zero Academy: Training and upskilling modules**

- Inspiring, participatory, creative and innovative training and upskilling modules across the thematic focus areas shown in the diagram above in blue available to all programme participants. Participation levels expected up to 120 per session.

- The Technical Assistance Pool will be responsible for delivering, producing and creating all content and materials. Content should build on existing resources and tools, and focus on capacity building and upskilling for delivery. We are not looking for more toolkits.
- Recordings of content, supporting tools and resources will be shared across the programme and externally with local authorities and other stakeholders not in receipt of funding, during the programme.
- Content will be informed by the expertise of the Technical Assistance supplier, and responsive to cohort needs identified in 121 support and community of practice engagement. Flexible and responsive support activity should be built in to meet emerging programme need.
- The training content must be developed to reflect differing perspectives and experiences. Suppliers must demonstrate a track record in developing training modules that consider the requirements of diverse communities, including disabled and neurodiverse individuals.
- Content will be delivered by the technical assistance pool during monthly online training and quarterly in person residential events organised by the convenor over 24 months. The pool will work with the convenor to deliver a coherent programme, we do not expect every supplier to deliver content every month, but at appropriate intervals and levels for each cohort. Collaboration is essential, no silos!
- Demonstrator projects, as the furthest ahead in their journey, should play an active role in sharing learning, contributing to content and participating.
- Technical Assistance suppliers should also draw in relevant examples from outside the programme.
- By the end of the programme, we expect all participants to have improved their knowledge and skills in each of the technical areas and are either demonstrating that learning within their project delivery or have a clear plan in place of maximising the impact of this knowledge.
- The convenor and Technical Assistance Pool should work together to identify opportunities for suppliers and projects to work collaboratively and deliver joined up training where there is overlap between topics (e.g. planning and finance, or planning and engagement)

#### **Dedicated 121 Support**

- Tailored, expert support for projects to unlock specific issues within the pools area of expertise, drawing on external specialists where required.
- Support should respond to the needs of the cohort, helping participants through the practical process, doing the work with them where possible, rather than just telling them how to do it where required.
- The Technical Assistance supplier is responsible for arranging the 121 support and measuring impact.
- Each of the 21 fast followers will require some 121 support, but the amount needed may vary depending on where they are in their net zero journey, and the focus of their projects. Technical Assistance suppliers will need to baseline and track progress of Fast Followers to show progress in their learning/capacity and delivery/impact.
- The convenor and Technical Assistance Pool should work together to identify opportunities for suppliers and projects to work collaboratively and deliver joined up 121 support where there is overlap between topics (e.g. planning and finance, or planning and engagement)

#### **Insights Generation and Consolidation**

- The Technical Assistance Pool will proactively develop insights, delivering thought-leadership pieces capturing common challenges and potential solutions as they emerge.

- Insights and learnings will be gathered/analysed/synthesised by each supplier in the Technical Assistance Pool, who will feed clear, concise, accessible and jargon-free content back to the convenor who is responsible for insights collation across the programme.
- The technical suppliers will also be required to share insights with the convenor and IUK and work with a communications partner to share them externally with the market, policy makers and the wider local net zero landscape.
- Insights from all cohort touchpoints should be used to continuously inform programme content to deliver against the cohorts' varied and evolving needs, working collaboratively where there is overlap.
- IUK may use insights and evidence to support policy and regulatory development.
- Insights will be shared in a collaborative way with other stakeholders supporting delivery of local net zero to ensure coordination, avoid duplication, and refine policy and regulatory messaging so that we are presenting a clear, aligned and compelling case to government about what is needed next to support local net zero delivery.

### 3.3 Procurement lots

There are four key areas of expertise that we are seeking to procure, each as an individual lot. Suppliers can apply to one or multiple lots and we welcome collaborative applications. Please note any consortiums or collaborations will be required to bid under a lead supplier as a sub-contractor.

**Lot 1: Visioning and Citizen Engagement** (see Appendix A (i) UKRI-3363 IUK NZL TA Pool Lot 1 Visioning & Cit Engagement for specific lot requirements)

**Lot 2: Net Zero Planning** (see Appendix A (i) UKRI-3462 IUK NZL TA Pool Lot 2 NZ Planning for specific lot requirements)

**Lot 3: Finance & Investment** (see Appendix A (i) UKRI-3463 IUK NZL TA Pool Lot 3 Financing NZ for specific lot requirements)

**Lot 4: Policy & Regulation** (see Appendix A (i) UKRI-3464 IUK NZL TA Pool Lot 4 Policy and regs for specific lot requirements)

While requirements may vary as to time spent and activities delivered, suppliers must recognise the need to work collectively to avoid thematic siloes and enhance impact in accelerating cohorts on their net zero journey.

## **4. Supplier vision**

### 4.1 Type of Supplier

We are looking for suppliers who can demonstrate practical experience of their technical expertise, understand how this would apply to local authorities, and are skilled in sharing content in an engaging, participatory and meaningful way. We need suppliers who have:

- **Strong and demonstrable experience of the place-based net zero landscape**, the enablers or barriers to accelerating a just transition, and specific expertise for the lot they are applying for
- **A collaborative culture** that leads to long-lasting change, impact and delivery of net zero
- **Demonstrable experience in supporting local authorities in the UK**
- **The ability to be proactive, creative, agile, dynamic and innovative** - evolving approaches as the programme develops and the needs of the cohorts become more clear
- **Skills in extracting insights from complex and varied range of sources** and data

- **An open approach to sharing information beyond the Net Zero Living programme**, to support, speed up and reduce cost of delivery for everyone else on their journey to net zero. This should not only impact those in receipt of the funding and should have wider impact. We expect insights, resources, content and modules to be shared publicly through the central system established by Innovate UK in collaboration with the convenor and communications partner(s).
- **An understanding of systems thinking in practical situations**, for example, Smart Local Energy Systems (SLES) and whole system approaches
- **The ability to engage with stakeholders at a variety of different technical and expert levels** – Fast followers, pathfinders, and demonstrators, policymakers, regulators etc
- **A commitment to avoid conflicts of interest**, vested interests in a particular approach, black box models, proprietary data, IP ownership issues, etc.
- **Can equip the cohort with the necessary skills and knowledge to continue this work beyond the funded period**

#### 4.2 Ways of Working & Governance

- The Technical Assistance Pool will be contracted by and accountable to Innovate UK. Any consortiums or collaborations will be required to bid under a lead supplier as a sub-contractor.
- Innovate UK will meet with all suppliers collectively on a quarterly basis
- Innovate UK will meet with each supplier on a monthly basis to review monthly dashboard reports, cover training delivered, activities planned in next month, risks, costs, and other monitoring and evaluation metrics as agreed
- Technical assistance suppliers may be expected to provide updates to the Innovate UK's programme board and advisory group at various points during the programme

To support a successful delivery model each technical assistance supplier must:

- Work with Innovate UK, Innovate UK KTN and all other IUK delivery suppliers to ensure seamless delivery of Future Ready support services to the cohort across a 24-month programme
- Work with the Convenor to understand and interpret all initial cohort needs analysis activity carried out in Q3 2023 and work collaboratively to tailor, triage and target support appropriately and effectively
- Support the work of the independent evaluation supplier in assessing the success of the programme
- Liaise and support the convenor to ensure that effective cohort communications takes place and liaise with external communications partner to maximise the external impact of their work e.g. social media, publication, presentations and insights reports.
- Establish an environment that fosters inclusivity and accessibility, specifically catering to a wide range of participants.
- Provide input to the interim summary report and final report, collated by the convenor, that can be published externally including recommendations for key audiences including local authorities, policy makers, regulators and investors.
- Attend wider cohort touchpoints, identified by the convenor, outside of the technical assistance support and academy modules to help inform programme content based on their expert view of cohort needs, progress and in-flight learnings.
- Liaise and work with the convenor to actively shape the Net Zero Academy module content ensuring their knowledge and learnings are shared across Demo, Pathfinder and Fast Follower cohorts.

- Generate and deliver specialist content using every engagement opportunity to ensure it is as informed, responsive, and innovative as possible
- Collate insights around their specialist topic working together to find synergies across topics and will feed these insights back to the convenor.
- Feed in their learning and insights, through a clear process defined by the convenor, to inform the wider programme and contribute to impactful comms and dissemination activity
- Liaise and agree contributions to the schedule of monthly and quarterly events defined, funded and delivered by the convenor
- Identify and fund specific 121 support for the cohort members and arrange and fund any specific or ad hoc sessions that are required outside of the convenor's schedule
- Ensure that all material delivered and developed as part of this programme is made open source and freely available to stakeholders not funded via this programme, this is about supporting some places and ensuring as much as possible is shared and open so that everyone else can learn and benefit from the net zero pathways being established.

#### 4.3 Branding

All outputs from the programme will be Innovate UK branded and can be co-branded with the agreement of IUK – unless otherwise advised.

#### 4.4 Target audience

The target audience for outputs will be:

- Local authorities and other stakeholders involved in Net Zero Living (funded)
- Local authorities and other stakeholders doing local net zero delivery outside of the programme (not funded)
- Innovate UK, DSIT, DESNZ, DLUHC, DFT, Ofgem.

Working collaboratively across the local net zero support and delivery landscape is essential. The successful tenderer must be able to understand and clearly convey how this work integrates with other existing workstreams in this space, within and outside of the programme.

#### 4.5 Dissemination

We expect the successful supplier to participate in public events, conferences and other speaking opportunities to highlight programme objectives and findings throughout. Please outline in your bid how else you will support the Net Zero Living team with dissemination of the outputs for maximum impact.

#### 4.6 IP Considerations

Please refer to UKRI's T&C's clause 17 and ensure you have fully understood it before submitting your bid.

#### 4.7 Equality Diversity and Inclusion

We expect the successful supplier to submit their ED&I policy with their bid, or agree to the UKRI ED&I policy.

#### 4.8 Stage gate review

The successful supplier(s) is expected to engage in a stage gate review scheduled ahead of time for the 30<sup>th</sup> September 2024. This is to enable IUK and the technical assistance pool suppliers to review programme progress and the effectiveness of the approach in delivering against KPIs agreed at the start of the contract. To do this IUK will seek the views of the convenor, funded cohorts, delivery suppliers and wider programme stakeholders independently.

## Lot 1: Visioning and Citizen Engagement

### Net Zero Living: Thriving Places Technical Assistance Pool

#### 1. Introduction

- Getting adoption of net zero technologies and systems requires massive citizen acceptance and uptake – with some 60%+ of the activities identified by the Committee on Climate Change as necessary for getting to net zero having a total, or partial, social or behavioural change. This includes issues such as trust and consent for greater automation, altered expectations of service provision and delivery, and more.
- For behavioural change to shift at the pace we need it to, across all demographics and all parts of the UK, we need it to be a voluntary pull as much, if not more than, a regulatory push.
- Helping encourage this widespread uptake and demand of net zero solutions needs to be founded on a deep understanding of what all people really want from their places, what their pressures are, and what their opportunities are. Knowing this at a granular local level (and having an understanding of trends across peoples and places) allows us to look at how we can meet their needs in a net zero way, rather than simply push more net zero solutions upon them.
- This is a shift in the supply-led narrative that suggests we can flood the market with ever more choice and allow it to respond appropriately, and also requires an adjusted focus on to the co- benefits of net zero action, based on a deep understanding of peoples' needs, and peoples' vision for a better future.
- The vision for a sustainable net zero future looks different for each place – some of the broad elements will be the same, but the local response and local opportunities will differ, as will the emphasis for action (historic and systemic challenges will vary between locations, as will demographic needs).
- By helping every place to create a clear vision for net zero that is locally appropriate (working with the opportunities, resources, culture and pressures the face) enables each to engage meaningfully with their stakeholders in a recognisable future that they care about and have a personal connection to. It opens up informed and specific debate which is necessary for taking action, rather than relying on vague and average discourse that is too often paralysing or misleading.
- Having a clear and aspirational vision also provides direction to all stakeholders, and enables each (citizens, local government, services providers, business, communities, etc.) to see how their activities contribute to a common end goal that all can agree on. A sufficiently detailed shared and agreed goal allows decentralised activity across a place, all of which shifts that place in a common direction.



- Crucially, a locally-grounded vision created from the specific challenges in a place facilitates a proper just transition through engagement with all citizens, ensuring it meets everyone's needs, and ensuring that the costs and benefits of the transition are experienced fairly.
- Local Authorities need citizen engagement to deliver on their democratic functions, gather intelligence to develop new programmes, and better understand user acceptance. Businesses need citizen engagement to tailor their solutions to real market needs, including developing new products and services that meet under-served sections of the market. Citizens need to have a say in shaping their places, and understand the bigger picture and opportunities for a better future.
- This lot aims to support local authorities to take a more innovative approach to citizen engagement, develop a vision for their net zero.

## 2. Aims & Objectives

Need to update in agreement with Involve

- For local authorities to develop **a net zero vision with their citizens**. This will be at a place based level, for the authority as a whole, but could additionally be tailored and adapted for smaller operational units within that, such as a neighbourhood.
- To develop the **net zero vision through engagement with a wide set of stakeholders**. This includes senior staff and cross-council functions within the Local Authority who need to support the net zero transition plans, local businesses and key service providers, as well as citizens and communities representative of the entire local demographic.
- For UKRI to gain an **in depth** understanding of the commonalities and differences in the net zero transition trends across the UK – for instance the areas of interest and importance, timelines, goals, system challenges, etc. – which we can use to help guide other parts of our current and future programmes.
- For the cohorts supported through our Net Zero Living programme to learn about visioning and best practice engagement methods, ensuring diversity and inclusion are a key component
- To support capacity building and upskilling of Local Authorities to be able to engage meaningfully and continually with critical stakeholders that enables effective decision making and implementation of transformative net zero solutions.
- To **help places move to an ongoing systemic engagement and insights process** that is measured, evaluated and integrated across projects, delivering better results in the long term

## 3. Scope

### 3.1 Net Zero Academy: Training and upskilling modules

- Deliver x 4 training workshops, up to 2 hours in length across the 24 months.
- Face to face modules will be delivered to up to 120 participants
- Online modules may be delivered to up to 200 participants
- Training topics could include but not be limited to:

- How to develop an optimistic future narrative and vision for net zero in a place
- How to develop a community engagement plan or strategy, how to deliver/resource it
- Best practice citizen engagement methods for place based net zero delivery, the purpose and benefits of each, including creative and cultural engagement methods
- Summaries of and insights to existing research into place based net zero engagement, and any existing tools or upskilling resources that can be used
- Guidance on how effective communication can support engagement – the difference, the methods and tools
- How to develop a benefits case for engagement work including tools and training
- Ensuring that engagement and communications are inclusive of diverse communities
- Content should be tailored and respond to cohort needs and interests as they arise and evolve throughout the programme

### **3.2 Dedicated 121 Support**

Provide an estimated minimum of 50 person-days of support, on average, to each of the 21 Fast Follower Local Authorities to:

- Research and consolidate critical trends affecting local authority net zero delivery across the UK, and deliver a process to develop a place based vision for Net Zero, including relevant workshops and planning sessions. This is likely to be a common process across all of the 21 fast followers, although in cases where a fast follower may already have a sufficiently detailed vision, the process could be streamlined if agreed, so long as we can still obtain a common and comparable picture of local net zero challenges and opportunities across all places.
- Work with the Net Zero Innovation Officer and any other relevant colleagues in each place to identify and engage the critical stakeholders/influencers for the visioning work (e.g. cross-council colleagues, key service providers or network operators, local business representatives, training & educational establishments, community leaders, etc.)
- Invite and involve these critical stakeholders in an in-person visioning and action planning workshop (potentially held over two sequential days but we welcome your expert views on this) tailored to each location which is sufficiently robust and high-profile for the process and the outputs to be taken seriously as a tool for local net zero delivery and decision making
- Provide a detailed series of outputs from the process afterwards that can be published by the local authority, used to further engage locally, and which will provide the necessary input to an ongoing community engagement programme.
- Work with each fast follower to understand where they are in their engagement journey and develop a community engagement plan/strategy to enhance, accelerate and add quality to this. Some will be further advanced than others, with ongoing programmes that can be added to, others may need plans developing from scratch.
- Deliver (or support where activity is already ongoing) a programme of citizen engagement activities that accurately reflect the demographics and communities in each place. These could be a mix of online and offline activities as appropriate, but we expect that a significant proportion of the programme will need to be offline activities that are accessible to all, and which engage people in ways that allow the net zero vision and plans to be discussed and responded to in detail.

- Use the citizen engagement feedback to refine and develop the net zero action plans and strategies for each place.
- Provide final outputs to each local authority, and to Innovate UK, of the net zero visions and action plans in each place, plus publishable communications materials that can be used to bring the visions and strategies to life, as well as to continue onward engagement.

Our expectation is that the time spent with each fast follower will be split approximately in half between net zero visioning activities and user engagement activities – although we recognise that the two are inter-related, reporting covers both, and some places may need more time in one area than another. We want to ensure however, that both parts of the work are covered sufficiently, and one is not simply an add-on to the other.

This support will also need to be provided to an additional 4 Fast Followers who have joined the cohort, in addition to the original specification.

### **3.3 Insights Generation and Consolidation**

In addition to the place specific insights and outputs above,

- Provide ongoing insights feedback of the process, results, key findings as the work progresses, through regular biweekly meetings, that can be fed back into the ongoing central programme to help educate and inform.
- Produce at least 4 insights reports which will be shared both internally and externally to the programme. These are anticipated to be relatively short reports about key areas of learning, and could include areas such as:
  - Emerging common trends, challenges and opportunities for local authorities in getting to net zero
  - Insights about the effectiveness of engagement methods being used and tested
  - Barriers and opportunities for more effective place based net zero engagement – for policy and regulatory stakeholders
- Provide a publishable final report giving an overview of the visioning and user engagement programme across all of the places, full details and scope of this report to be agreed collectively.
- Attend 8 x quarterly face to face cohort events and 2 x additional annual event.

The supplier must demonstrate:

- Detailed knowledge and expertise of both community engagement and visioning processes with Local Authorities and their stakeholders for net zero delivery
- Experience of delivering upskilling support on community engagement and visioning
- An ability to deliver training in a complex and uncertain environment
- A proven ability to use the best examples of creative and participatory engagement and co creation,
- Flexibility to adjust the programme to meet the needs of different Local Authorities in the cohort who may already be on some parts of this journey, with resources and skills to build on

- How they will collaborate with other suppliers – specifically the convenor who will be coordinating the monthly cohort events where much of the training and upskilling should be delivered, and well as consolidating and sharing insights across the programme, and with the other technical delivery suppliers in the areas of business engagement, data, net zero planning, policy & regulations, and finance to ensure a joined-up approach
- How they will ensure impartiality, and sharing of content beyond the programme so that everyone within and outside the programme can benefit from training materials on their journey to net zero.
- A commitment to open communications and processes, and an expectation that tools, insights and results generated through this work will be shared widely to help benefit the wider community.

### The Supplier's Proposal

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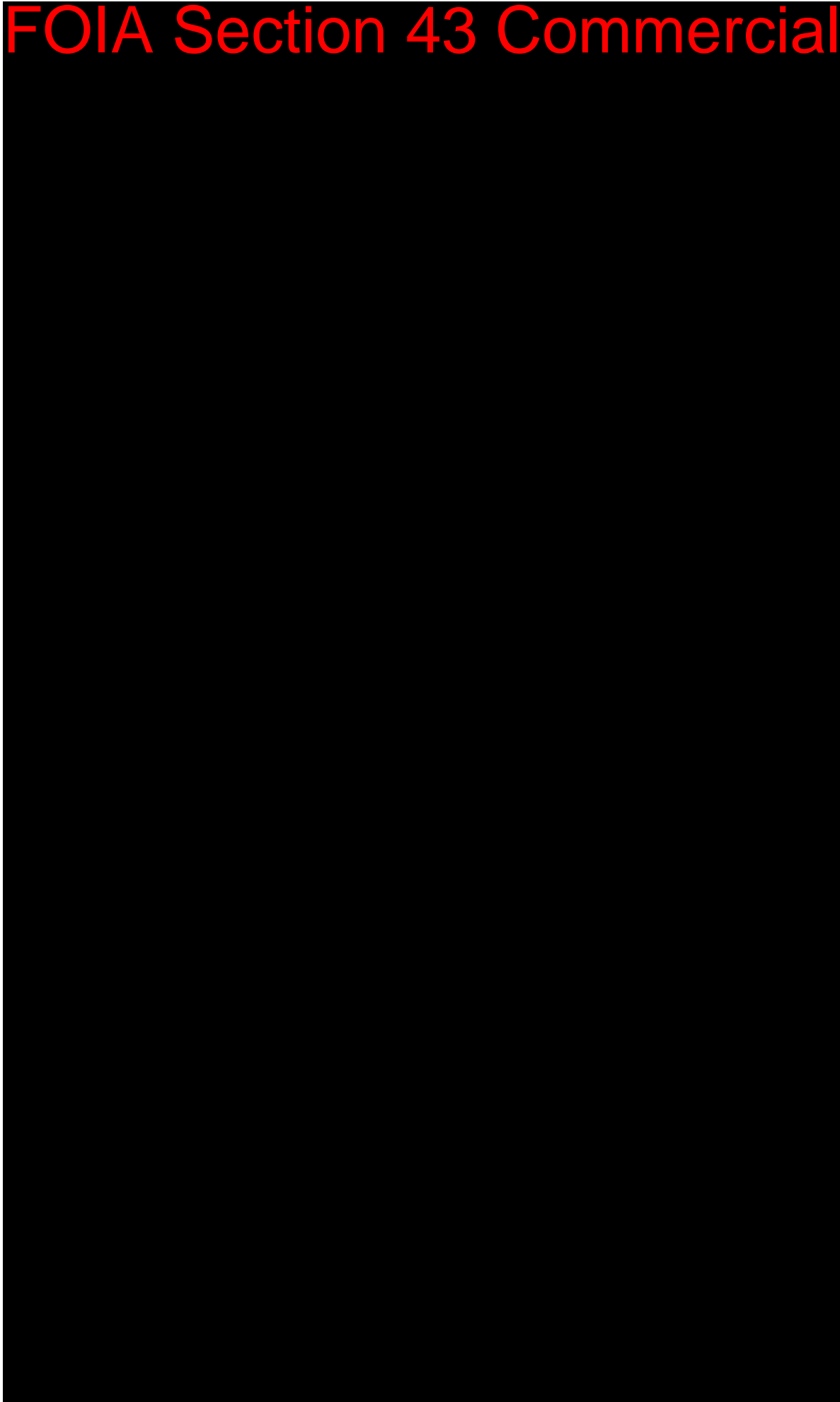
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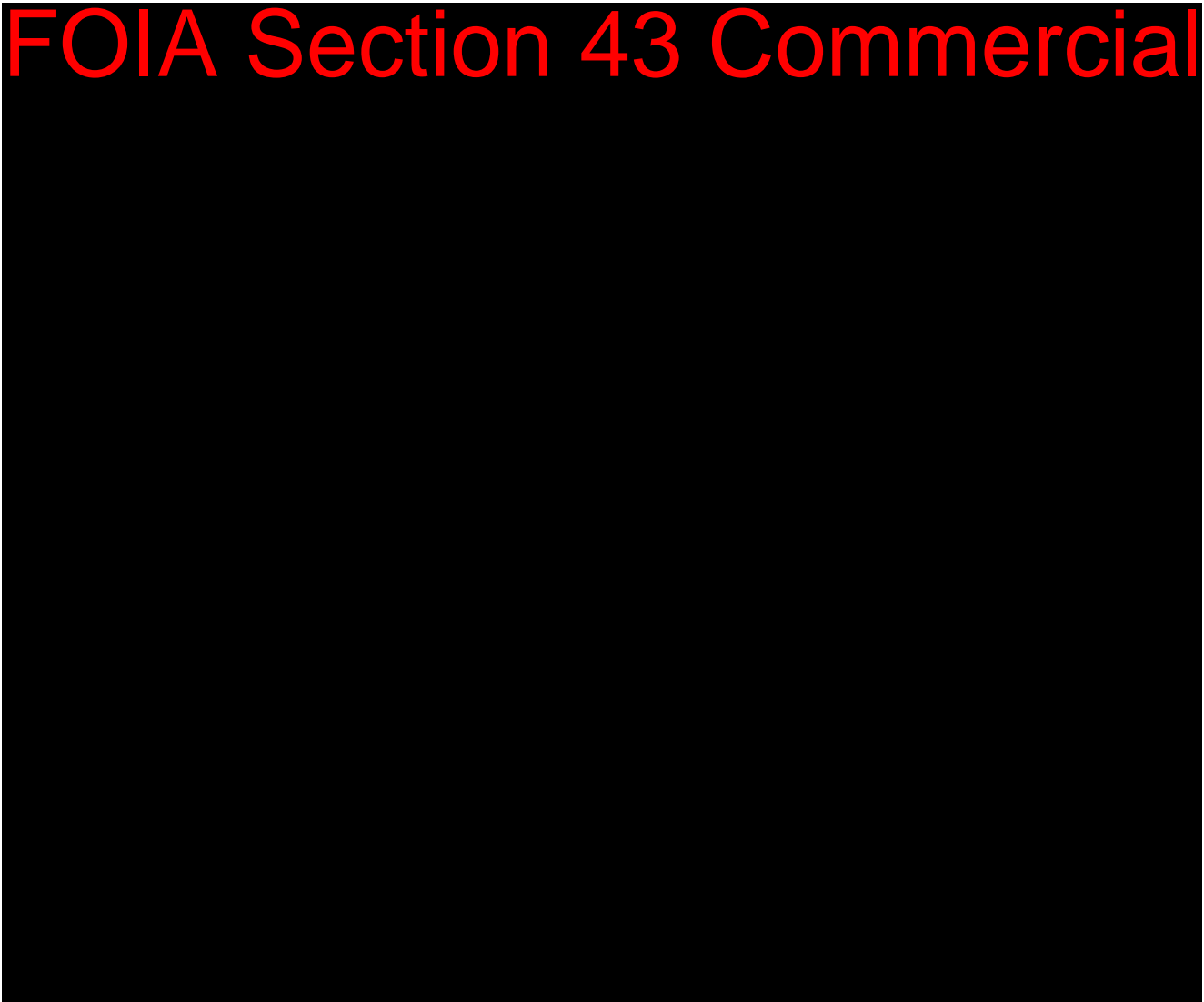
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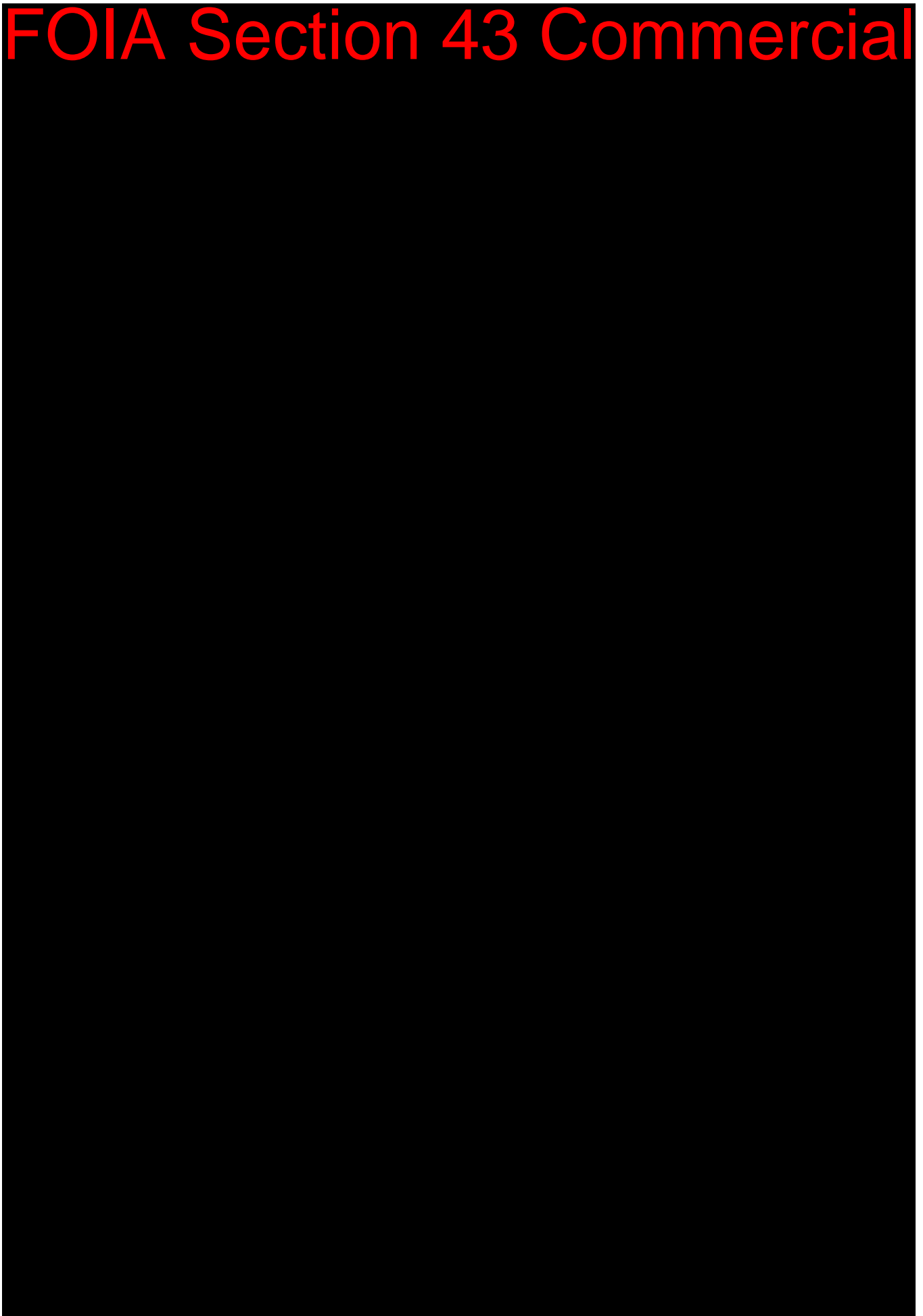
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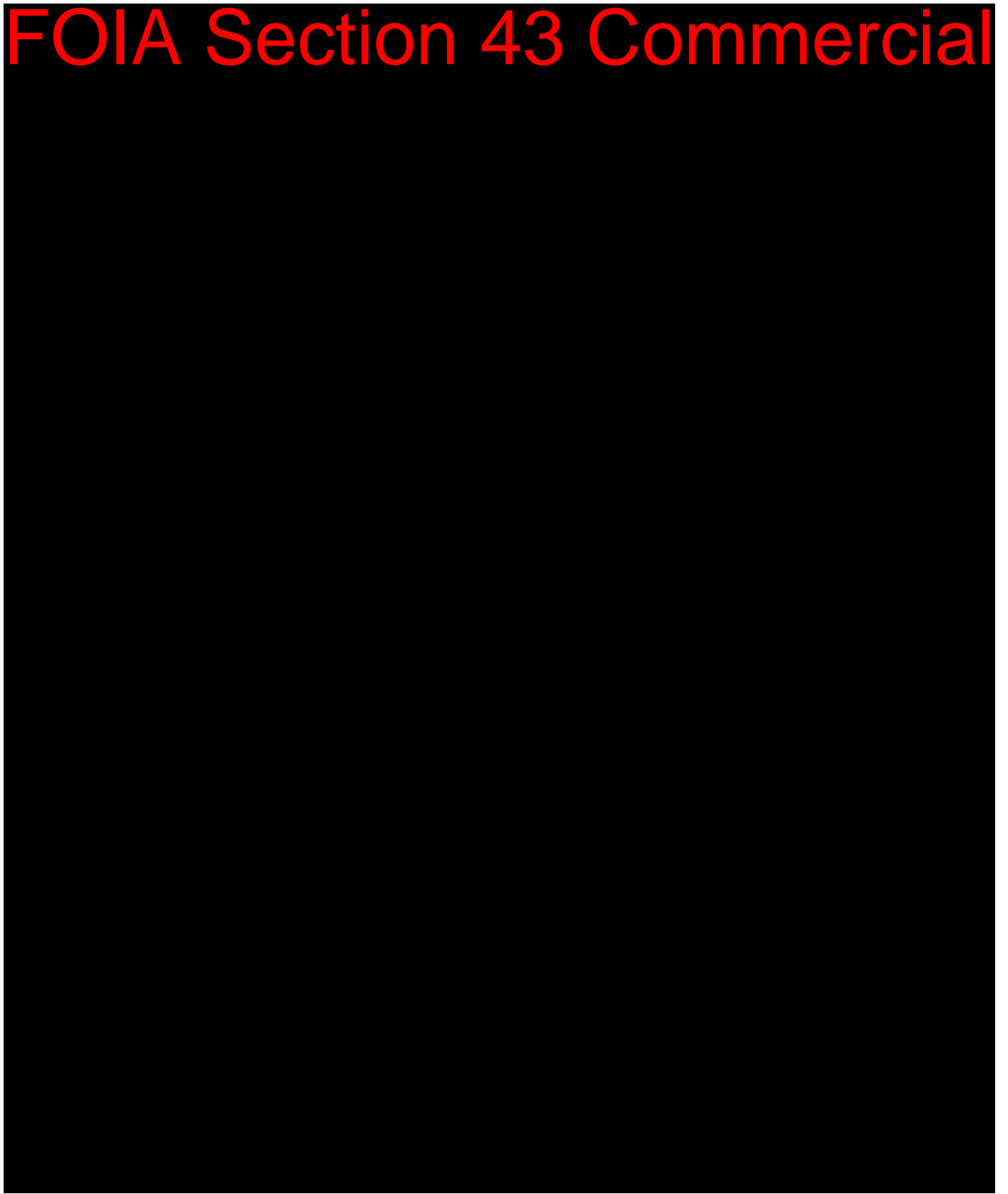




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**Schedule 3 - Charges**

1 The Charges for the Goods and/or Services shall be as set out in this 2.

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Schedule 4 - Key Personnel

FOIA Section 40 Personal Information



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**Schedule 5 - Change Control Notice**

<b>Contract Reference:</b>					
<b>1. Change Request Number:</b>					
<b>2. Requested amendments to Contract (including reasons):</b>					
<b>2.1 Effective date:</b>					
This change is effective from: _____					
<b>2.2 The Contract Term is amended as follows:</b>					
Original Expiry Date: _____					
New Expiry Date: _____					
<b>3. Cost impact</b>					
<b>3.1 The Charges are amended as follows:</b>					
	<b>Quantity</b>	<b>Unit cost (£)</b>	<b>Net cost (£)</b>	<b>VAT (£)</b>	<b>Gross cost (£)</b>
Original Contract Value					
New contract Value					
<b>3.2 New Contract terms:</b>					



Both UKRI and the Supplier agree that they are bound by the terms and conditions set out in this Change Request and, except as set out in this Change Request, all terms and conditions of the Contract remain in full force and effect.

Signed on behalf of

Signed on behalf of

**UK Research and Innovation**

**The Involve Foundation**

by:

by:

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Signature of authorised officer

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Signature of authorised person

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Name of authorised officer (please print)

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Name of authorised person (please print)

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Date

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Date



**Schedule 6 - Not Used**

## Schedule 7 - Processing Personal Data

1. This Schedule shall be completed by UKRI, who may take account of the view of the Supplier, however the final decision as to the content of this Schedule shall be with UKRI at its absolute discretion.

1.1 **FOIA Section 40 Personal Information**

1.2

1.3 The Supplier shall comply with any further written instructions with respect to Processing by UKRI.

1.4 Any such further instructions shall be incorporated into this Schedule.

**FOIA Section 43 Commercial**

# FOIA Section 43 Commercial

## Schedule 8 - Cyber Security and Security Definitions

23.3 The parties shall comply with their obligations at Schedule 8 in relation to the application Cyber Security.

The following definitions shall apply in this Schedule 8

<b>"Cyber Essentials Scheme"</b>	the Cyber Essentials Scheme developed by the British Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats (as may be amended from time to time). Details of the Cyber Essentials Scheme can be found at: <a href="https://www.gov.uk/government/publications/cyber-essentials-scheme-overview">https://www.gov.uk/government/publications/cyber-essentials-scheme-overview</a>
<b>"Cyber Essentials Basic Certificate"</b>	the certificate awarded on the basis of self-assessment, verified by an independent certification body, under the Cyber Essentials Scheme and is the basic level of assurance;

<b>"Cyber Essentials Certificate"</b>	Cyber Essentials Basic Certificate or the Cyber Essentials Plus Certificate to be provided by the Supplier as set out in the Award Form
<b>"Cyber Essential Scheme Data"</b>	sensitive and personal information and other relevant information as referred to in the Cyber Essentials Scheme
<b>"Cyber Essentials Plus Certificate"</b>	the certification awarded on the basis of external testing by an independent certification body of the Supplier's cyber security approach under the Cyber Essentials Scheme and is a more advanced level of assurance.
<b>"Breach of Security"</b>	<p>the occurrence of:</p> <p>any unauthorised access to or use of the Goods and/or Services, UKRI sites and/or any Information and Communication Technology ("ICT"), information or data (including the Confidential Information and the UKRI Data) used by UKRI and/or the Supplier in connection with this Contract; and/or</p> <p>the loss and/or unauthorised disclosure of any information or data (including the Confidential Information and the UKRI Data), including any copies of such information or data, used by UKRI and/or the Supplier in connection with this Contract,</p> <p>in either case as more particularly set out in the Security Policy where UKRI has required compliance there with in accordance with clause 46.7;</p>
<b>"Security Management Plan"</b>	the Supplier's security management plan prepared pursuant to this Schedule, a draft of which has been provided by the Supplier to UKRI and as updated from time to time.
<b>"UKRI Data"</b>	<p>the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of UKRI's Confidential Information, and which:</p> <p>(a) are supplied to the Supplier by or on behalf of UKRI; or</p> <p>(b) the Supplier is required to generate, process, store or transmit pursuant to the Contract;</p>

46.1 Where UKRI requires that the Supplier provide a Cyber Essentials Certificate and/or be certified as compliant with ISO/IEC 27001 (at least ISO/IEC 27001:2013) by a UK accredited service approved certification body (or is included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013)) prior to the Commencement Date the Supplier shall provide a valid copy of each such certificate of compliance to UKRI. Where the Supplier fails to comply with this clause 1.1 it shall be prohibited from commencing the provision of Goods and/or Services under the Contract until such time as the Supplier has evidenced to UKRI its compliance with this clause 46.1.

- 46.2 Where the Supplier continues to Process Cyber Essentials Scheme Data during the Term of the Contract the Supplier shall deliver to UKRI evidence of renewal of certification on each anniversary of the first applicable certificate obtained by the Supplier under clause 46.1.
- 46.3 Where the Supplier is due to Process Cyber Essentials Scheme Data after the Start date of the Contract but before the end of the Term, the Supplier shall deliver to UKRI evidence of:
- 46.3.1 a valid and current Cyber Essentials Certificate or ISO/IEC 27001 (at least ISO/IEC 27001:2013) certificate before the Supplier Processes any such Cyber Essentials Scheme Data; and
  - 46.3.2 renewal of the valid Cyber Essentials Certificate on each anniversary of the first Cyber Essentials Scheme certificate or ISO/IEC 27001 (at least ISO/IEC 27001:2013) certificate obtained by the Supplier under clause 46.3.
- 46.4 In the event that the Supplier fails to comply with clauses 46.2 or 46.3 (as applicable), UKRI reserves the right to terminate this Contract for material breach pursuant to clause 22.3 (b).
- 46.5 The Supplier shall ensure that each sub-processor and/or Suppliers Associate who Process UKRI Data is certified as compliant with Cyber Essentials Plus or be certified as compliant with ISO/IEC 27001 (at least ISO/IEC 27001:2013) by a UK accredited service approved certification body (or is included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013)) and provide UKRI with a copy of each such certificate before the same Process UKRI Data.
- 47.1 The Supplier shall (and further ensure any sub-processor) install and maintain Anti-Malicious Software or procure that Anti-Malicious Software is installed and maintained on any part of a system which may process UKRI Data and shall ensure that such Anti-Malicious Software is configured to perform automatic software and definition updates as well as regular scans of the system to check for, prevent the introduction of Malicious Software or where Malicious Software has been introduced into any such system, to identify, contain the spread of and minimise the impact of Malicious Software. If Malicious Software is found, the parties shall cooperate to reduce the effect of the Malicious Software and particularly if Malicious Software causes loss of operational efficiency or loss or corruption of UKRI Data, assist each other to mitigate any losses and to restore the Services to their desired operating efficiency.
- 47.2 The Supplier shall comply with the requirements in this clause 47 in respect of the Security Management Plan. Where specified by UKRI it shall also comply with the Security Policy and shall ensure that the Security Management Plan produced by the Supplier fully complies with the Security Policy.
- 47.3 Where the Security Policy applies UKRI shall notify the Supplier of any changes or proposed changes to the Security Policy.
- 47.4 If the supplier believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the provision of the Goods and/or Services it may propose a variation to UKRI. In doing so, the Supplier must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs. Any change to the Charges shall be subject to clause 37.6.
- 47.5 The Supplier acknowledges that UKRI places great emphasis on the reliability of the performance of the Goods and/or Services, confidentiality, integrity and availability of information and consequently on security.
- 47.6 The Supplier shall be responsible for the effective performance of its security obligations and shall at all times provide a level of security which:
- 47.6.1 is in accordance with applicable law and this Contract;
  - 47.6.2 as a minimum demonstrates Good Industry Practice;
  - 47.6.3 meets any specific security threats of immediate relevance to the Goods and/or Services and/or UKRI data; and

- 47.6.4 where specified by UKRI in accordance with clause 47.2 complies with the Security Policy and the ICT Policy.
- 47.7 The references to standards, guidance and policies contained or set out in clause 47.6 shall be deemed to be references to such items as developed and updated and to any successor to or replacement for such standards, guidance and policies, as notified to the Supplier from time to time.
- 47.8 In the event of any inconsistency in the provisions of the above standards, guidance and policies, the Supplier should notify UKRI of such inconsistency immediately upon becoming aware of the same, and UKRI shall, as soon as practicable, advise the Supplier which provision the Supplier shall be required to comply with.
- 47.9 The Supplier shall develop and maintain a Security Management Plan in accordance with this clause 47. The Supplier shall thereafter comply with its obligations set out in the Security Management Plan.
- 47.10 The Security Management Plan shall:
- 47.10.1 comply with the principles of security set out in clauses 47.2-47.8 inclusive and any other provisions of this Contract relevant to security;
  - 47.10.2 identify the necessary delegated organisational roles for those responsible for ensuring it is complied with by the Supplier;
  - 47.10.3 detail the process for managing any security risks from subcontractors and third parties authorised by UKRI with access to the Goods and/or Services, processes associated with the provision of the Goods and/or Services, UKRI premises and sites and any ICT, Information and data (including UKRI's Confidential Information and the UKRI Data) and any system that could directly or indirectly have an impact on that Information, data and/or the Goods and/or Services;
  - 47.10.4 be developed to protect all aspects of the Goods and/or Services and all processes associated with the provision of the Goods and/or Services, including UKRI premises, sites and any ICT, Information and data (including UKRI's Confidential Information and the UKRI Data) to the extent used by UKRI or the Supplier in connection with this Contract or in connection with any system that could directly or indirectly have an impact on that Information, data and/or the Goods and/or Services;
  - 47.10.5 set out the security measures to be implemented and maintained by the Supplier in relation to all aspects of the Goods and/or Services and all processes associated with the provision of the Goods and/or Services and shall at all times comply with and specify security measures and procedures which are sufficient to ensure that the Goods and/or Services comply with the provisions of this Contract;
  - 47.10.5 set out the plans for transitioning all security arrangements and responsibilities for the Supplier to meet the full obligations of the security requirements set out in this Contract and, where necessary in accordance with the Security Policy as set out in clause 47.2; and
  - 47.10.6 be written in plain English in language which is readily comprehensible to the staff of the Supplier and UKRI engaged in the provision of the Goods and/or Services and shall only reference documents which are in the possession of the Parties or whose location is otherwise specified in this clause 47.
- 47.11 Within twenty (20) Working Days after the Start Date and in accordance with clause 47.15, the Supplier shall prepare and deliver to UKRI for approval a fully complete and up to date Security Management Plan which will be based on the draft Security Management Plan.
- 47.12 If the Security Management Plan submitted to UKRI in accordance with clause 47.11, or any subsequent revision to it in accordance with clause 47.15, is approved it will be

adopted immediately and will replace the previous version of the Security Management Plan and thereafter operated and maintained in accordance with this clause 47. If the Security Management Plan is not approved, the Supplier shall amend it within ten (10) Working Days of a notice of non-approval from UKRI and re-submit to UKRI for approval. The Parties will use all reasonable endeavours to ensure that the approval process takes as little time as possible and in any event no longer than fifteen (15) Working Days from the date of its first submission to UKRI. If UKRI does not approve the Security Management Plan following its resubmission, the matter will be resolved in accordance with the clause 33 (Dispute Resolution).

- 47.13 UKRI shall not unreasonably withhold or delay its decision to approve or not the Security Management Plan pursuant to clause 47.11. However, a refusal by UKRI to approve the Security Management Plan on the grounds that it does not comply with the requirements set out in clause 47.10 shall be deemed to be reasonable.
- 47.14 Approval by UKRI of the Security Management Plan or any change to the Security Management Plan shall not relieve the Supplier of its obligations under this clause 47.
- 47.15 The Security Management Plan shall be fully reviewed and updated by the Supplier at least annually to reflect:
  - 47.15.1 emerging changes in Good Industry Practice;
  - 47.15.2 any change or proposed change to the Goods and/or Services and/or associated processes;
  - 47.15.3 where necessary in accordance with clause 47.8, any change to the Security Policy;
  - 47.15.4 any new perceived or changed security threats; and
  - 47.15.5 any reasonable change in requirements requested by UKRI.
- 47.16 The Supplier shall provide UKRI with the results of such reviews as soon as reasonably practicable after their completion and amendment of the Security Management Plan at no additional cost to UKRI. The results of the review shall include:
  - 47.16.1 suggested improvements to the effectiveness of the Security Management Plan;
  - 47.16.2 updates to the risk assessments; and
  - 47.16.3 suggested improvements in measuring the effectiveness of controls.
- 47.17 Any change or amendment which the Supplier proposes to make to the Security Management Plan (as a result of a review carried out in accordance with clause 47.15, a request by UKRI or otherwise) shall be subject to clause 37.6.
- 47.18 Any Party shall notify the other in accordance with the agreed security incident management process (as detailed in the Security Management Plan) upon becoming aware of any Breach of Security or any potential or attempted Breach of Security.
- 47.19 Any prejudice to the security incident management process, upon becoming aware of any of the circumstances referred to in clause 47.18, the Supplier shall:
  - 47.19.1 immediately use all reasonable endeavours (which shall include any action or changes reasonably required by UKRI) necessary to:
    - 47.19.1.1 minimise the extent of actual or potential harm caused by any Breach of Security;
    - 47.19.1.2 remedy such Breach of Security to the extent possible and protect the integrity of UKRI and the provision of the Goods and/or Services to the extent within its control against any such Breach of Security or attempted Breach of Security;

- 47.19.1.3 prevent an equivalent breach in the future exploiting the same cause failure;  
and
  - 47.19.1.4 as soon as reasonably practicable provide to UKRI, where UKRI so requests, full details (using the reporting mechanism defined by the Security Management Plan) of the Breach of Security or attempted Breach of Security, including a cause analysis where required by UKRI.
- 47.20 In the event that any action is taken in response to a Breach of Security or potential or attempted Breach of Security that demonstrates non-compliance of the Security Management Plan with the Security Policy (where relevant in accordance with clause 47.2) or the requirements of this clause 47, then any required change to the Security Management Plan shall be at no cost to UKRI.
- 47.20 Clauses 46.1, 46.2, 46.3, 46.4, 46.5 and 47.1 shall survive termination or expiry of this Contract.