



**UK Research
and Innovation**

Ove Arup & Partners Limited

8 Fitzroy Street

London

W1T 4BJ

Attn: FOIA Section 40 Personal Info

By email to: FOIA Section 40 Personal Information

Date: 25th June 2024

Our ref: UKRI-1800_17

Dear Sirs,

Award of call-off Contract for the supply of Services to undertake Framework Progress Management under framework agreement dated 27 June 2022 made between Ove Arup & Partners Limited (the “Supplier”) and United Kingdom Research and Innovation (“UKRI”) (the “Agreement”)

As you know, the Agreement anticipates that UKRI may from time to time agree call-off contracts with you.

This letter (“**Contract Award Letter**”) sets out the basis on which we propose to award a call-off contract to you. By signing and returning this Contract Award Letter on behalf of the Supplier, you will be entering into a call-off contract on its terms and conditions (which is a “**Contract**” for the purposes of the Agreement).

The Contract is made under the Agreement and the entirety of the Agreement’s provisions and Schedules are hereby incorporated in the Contract in full. Without limiting the incorporated provisions, all terms in the Contract shall have the meanings given in the Agreement unless otherwise provided. In the event of any conflict between the provisions of the Agreement and those of the Contract, the provisions of the Contract will prevail.

The Contract and the Agreement are the entire basis on which UKRI proposes to contract with the Supplier. 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 Contract Commencement Date: 1st July 2024
- 2 Contract Expiry Date: 31st March 2025
- 3 UKRI may extend this Agreement for a period of up to 12 months by giving not less than 3 months’ notice in writing to the Supplier prior to the Contract Expiry Date. The terms and conditions of this Agreement shall apply throughout any such extended period.

Description of Goods and/or Services

- 4 The Goods and/or Services to be delivered are as per the Specification in Annex 1.
- 5 The Specification of the Goods and/or Services to be delivered, and any applicable Deliverables, is as set out in the Annex to this Contract Award Letter.

Charges & Payment

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

Special Terms and Conditions

NOT USED

Notices, Liaison and Key Personnel

7 The address for notices of the Parties shall be as set out in the Agreement.

8 The Key Personnel shall be as set out in Schedule 4 of the Agreement and shall also include the following individuals:

Key Personnel	Role in the performance of this contract
FOIA Section 40 Personal Information	Senior Responsible Owner/Budget Holder
FOIA Section 40 Personal Information	Contract Manager
FOIA Section 40 Personal Information	Arup Framework Director
FOIA Section 40 Personal Information	Arup Framework Manager
FOIA Section 40 Personal Information	Arup Framework PM

9 For general liaison your contact will continue to be FOIA Section 40 Personal Information, FOIA Section 40 Personal Information or, in their absence, FOIA Section 40 Personal Information .

10 Disputes shall be escalated for resolution as set out in the Agreement.

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 Agreement by signing and returning the enclosed copy of this letter to FOIA Section 40 Personal Information . 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:

FOIA Section 40 Personal Information

Position:

Procurement Manager

Date:

30/07/2024

We accept the terms set out in this Contract Award Letter

Signed for and on behalf of **Ove Arup & Partners Limited**

Signature:

FOIA Section 40 Personal Information



Name:

FOIA Section 40 Personal Information



Position:

Director

Date:

25/07/24

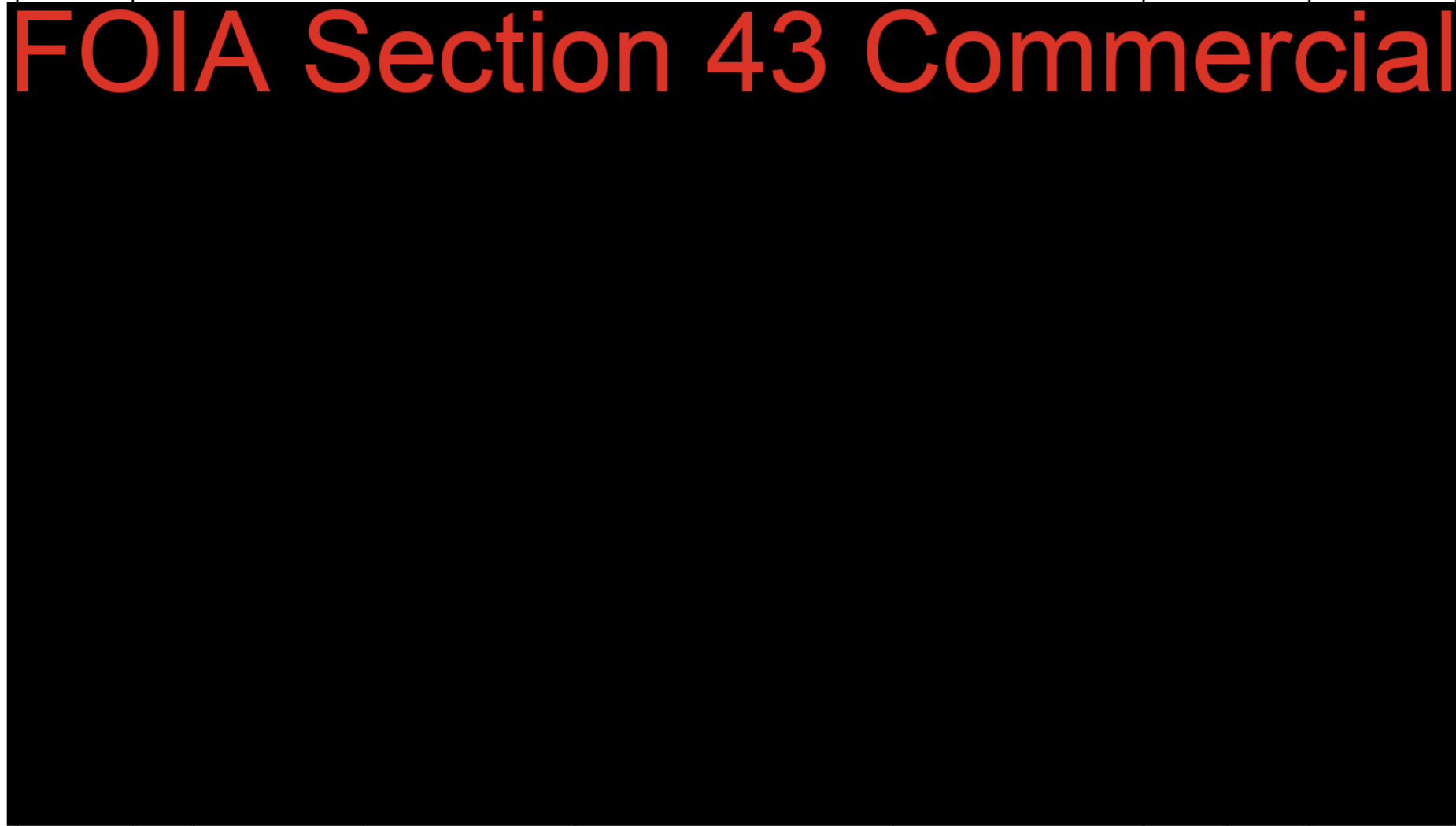
Annex 1 – The Specification

Project Proposal

Purpose:	Ongoing framework management and regular engagement meeting to exchange information, review progress, discuss priorities, forward plan future tasks, resolve queries and provide a platform for dialogue on any key matters
Input:	1. UKRI attendance at meetings and review of progress reports
Scope of Activity:	<p>1. Monthly <small>FOIA Section 43 b2</small> progress meetings between UKRI SRO <small>FOIA Section 40 Personal Information</small></p> <p>2. Fortnightly <small>FOIA Section 43 C1</small> progress calls between UKRI Contract Manager <small>FOIA Section 40 Personal Information</small></p> <p>3. Quarterly framework overview meeting to discuss framework activities and review KPIs</p> <p>4. Yearly framework review meeting to discuss progress over the previous year and strategise/discuss direction for the year to come.</p> <p>5. 4hrs/wk allowance for framework management time incl. prepare monthly progress reports, coordinate project teams at framework level, manage KPIs/dashboards, invoice and provide internal/external governance & assurance.</p> <p>The provision also includes <small>FOIA Section 4</small> allowance per meeting for preparation and reporting for fortnightly meetings., and a <small>FOIA Section 4</small> allowance per quarterly/annual meeting for preparation and reporting.</p> <p>Some provision included for ad-hoc attendance of partners and/or technical specialists.</p>
Assumptions:	Meetings to be held remotely via MS Teams or in Arup London office or UKRI London, Swindon, Bristol offices.
Deliverables:	Meeting notes. Updated action tracker spreadsheet. Monthly progress reports. Quarterly KPI and Annual review outputs.
Programme:	Fortnightly progress meetings from 1/5/24 to 31/03/25 Quarterly KPI Meeting Yearly Framework Strategy/Review meeting

Annex 2 – The Charges

Requirement	Resource	Time	Cost
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	TOTAL	£69,841.04
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Notes

1. All fees are quoted exclusive of taxes, duties, fees, levies and other impositions including withholding tax, VAT, and similar taxes, which will be recovered at cost.
2. Resource time may potentially be subject to changes, but TOTAL above to be treated as a 'not to exceed budget' without prior agreement from UKRI.
3. Where staff names are still to be confirmed (TBC above), an expected grade and rate has conservatively been assumed for the purpose of developing this budget. UKRI would be charged the relevant framework rate of the individual once confirmed. however it is expected that this budget will be an upper bound.
4. Sub-consultant rates include sub-contractor mark-up, as detailed in Framework Agreement Price Schedule.
5. Invoices to be submitted monthly.