



**UK Research
and Innovation**

OCS M&E SERVICES LIMITED

42 Dryden Road
Bilston Ind Estate
Loanhead
Midlothian
EH20 9LZ

Attn: [Redacted] FOIA Section 40 Personal Information
By email to [Redacted] FOIA Section 40 Personal Information

Date: 29 July 2024

Your ref: OCS-233398

Our ref: **UKRI-1819_01**

Dear Sirs,

Award of call-off Contract for the design of the proposed RAAC removal and renewal to RIBA stage 4 under framework Agreement dated November 2022 made between OCS IM&E Services Limited¹ (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: 02.08.2024
- 2 Contract Expiry Date: 29.11.2024
- 3 **NOT USED**

Description of Goods and/or Services

- 4 The Goods and/or Services to be delivered are role of Principal Designer, for the design of the proposed RAAC removal and Roof Renewal to RIBA stage 4.

¹ The original Framework Agreement was awarded to Atalian Servest Integrated Solutions Ltd. A name change to OCS Integrated Solutions Limited was agreed in November 2023. The Agreement was novated to OCS M&E Services Limited in July 2024.

5 The Specification of the Goods and/or Services to be delivered, and any applicable Deliverables, is as set out in Schedule 2 of the Agreement and Annex 1 of this Contract Award Letter.

Charges & Payment

6 The Charges for the Goods and/or Services shall be as set out in schedule 3 of the Agreement and Annex 2 of this Contract Award Letter.

Special Terms and Conditions

7 Terms may be inserted here if specific to the individual call-off Contract. This may include bespoke clauses:

- Price & Payment terms
- Programme
- KPIs

Notices, Liaison and Key Personnel

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

9 The Key Personnel shall be as set out in Schedule 4 of the Agreement

Key Personnel	Role in the performance of this contract
FOIA Section 40 Personal Information	Estates Project Manager - BGS
FOIA Section 40 Personal Information	Head of Estates and Facilities - BGS
FOIA Section 40 Personal Information	Estates Project Coordinator - BGS
FOIA Section 40 Personal Information	Account director - OCS
FOIA Section 40 Personal Information	Project Manager - OCS
FOIA Section 40 Personal Information	Operations Director – OCS M&E Services Ltd
FOIA Section 40 Personal Information	Regional Commercial Director – OCS M&E Services Ltd
FOIA Section 40 Personal Information	Commercial Manager – OCS M&E Services Ltd
FOIA Section 40 Personal Information	UK Director of Operations – OCS M&E Services Ltd

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

11 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. FOIA Section 40 Personal Information 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:

Commercial Business Partner

Date:

30.07.2024

We accept the terms set out in this Contract Award Letter

Signed for and on behalf of **OCS M&E Services Limited**

Signature:

FOIA Section 40 Personal Information

Name:

FOIA Section 40 Personal Information

Position:

Project Manager

Date:

30/07/24

Annex 1 – Specification

- 1 The Supplier shall provide the Goods and/or Services in accordance with this Annex 1 and Schedule 2 of the Agreement.
- 2 This requirement is the for the role of Principal Designer, for the proposed design for the RAAC removal and Roof Renewal to RIBA stage 4.
- 3 The scope of works as detailed within the OCS British Geological Survey – Design Fee Proposal Rev C Dated 25 July 2024:

Supplier's Proposal



Project KPIs

No	Weight	KPI Area PROJECTS	Target	Measure	Consequence
9a)	N/A	Delivery of Quotes	95%	Each Month	Service Credit (6% of project cost)
9b)	20%	Completion	100%		
9c)	20%	Snagging	95%		
9d)	20%	Contractor Management	100%		
9e)	20%	Quality Audits of Work	95%		
9f)	20%	Project handover documents including O&M, Asset Handover, Maintenance Details etc.	100%		

Annex 2 – The Charges

- 4 The Charges for the Goods and/or Services shall be as set out in this Annex 2 and Schedule 3 of the Agreement.
- 5 The Charges shall be as per the **Price Schedule** submitted by the Supplier on 25 July 2024:

Price Schedule

Item	
1. Site Inspection	FOIA Section 43 Commercial
2. Arch/Design/CA Services/M&E Services	
3. Principal Designer	
4. FM Contract Management	
TOTAL	

- 6 The Total Charges shall not exceed: **£ 104,144.78 (excluding VAT)**.
- 7 The Payment Schedule is detailed below:

Invoices will be issued upon completion of the following milestones (note: dates are in accordance with the BGS Re-Roofing Project – Programme of Works – Draft Rev 3 Dated 25.07.24 which may be subject to change)

Milestones		
1	Issue Stage 2 RIBA Design	FOIA Section 43 Commercial
2	Issue Stage 3 RIBA Design	
3	Issue Stage 4 RIBA Design	
4		