**Appendix 1 Part A - Award Form**

This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier’s contact details.

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|  | **Buyer** | DVLA on behalf of the Secretary of State for Transport (the Buyer)  Its offices are on:  *Driver and Vehicle Licensing Agency (DVLA)*  *Longview Road*  *Morriston*  *Swansea*  *SA6 7JL* |
|  | **Supplier** | |  | | --- | | Name: 2BM | | Address: 33 Eldon Rd, Chilwell, Beeston, Nottingham NG9 6DZ | | Company Registration Number - 04555159 | | SID4GOV ID: 2bm are registered but we’re unable to find our reference number. | |
|  | **Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables, being **The Provision of Sensorium Support and Maintenance**- see Schedule 2 (Specification) for full details. |
|  | **Contract reference** | ***PS/24/68*** |
|  | **Buyer Cause** | Any material breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier. |
|  | **Collaborative working principles** | The Collaborative Working Principles apply to this Contract.  See Clause 3.1.3 for further details. |
|  | **Financial Transparency Objectives** | The Financial Transparency Objectives do not apply to this Contract.  See Clause 6.3 for further details. |
|  | **Start Date** | 22/09/2024 |
|  | **Expiry Date** | 21/09/2026 |
|  | **Extension Period** | Further period up to *12 months*  Extension exercised where the Buyer gives the Supplier no less than 3 Months written notice before the Contract expires |
|  | **Ending the Contract without a reason** | The Buyer shall be able to terminate the Contract in accordance with Clause 14.3. |
|  | **Incorporated Terms**  (together these documents form the **"the Contract"**) | The following documents are incorporated into the Contract. DVLA are not using any Schedules marked as N/A. If the documents conflict, the following order of precedence applies:   1. This Award Form 2. Any Special Terms (see **Section 13 (Special Terms)** in this Award Form) 3. Core Terms 4. Schedule 1 (Definitions) 5. Schedule 6 (Transparency Reports) 6. The following Schedules (in equal order of precedence):    1. Schedule 2 (Specification)    2. Schedule 3 (Charges)    3. Schedule 5 (Commercially Sensitive Information)    4. Schedule 10 (Service Levels)    5. Schedule 16 (Security)    6. Schedule 21 (Variation Form)    7. Schedule 22 (Insurance Requirements)    8. Schedule 24 (Financial Difficulties)    9. Schedule 25 (Rectification Plan)    10. Schedule 26 (Sustainability)    11. Schedule 28 (ICT)    12. Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above. |
|  | **Special Terms** | Special Term 1 – ***N/A*** |
|  | **Buyer’s Environmental Policy** | ***Available on request*** |
|  | **Buyer’s Security Requirements and Security and ICT Policy** | **Security Requirements:**  As set out in Schedule 16 (Security)  **Security Policy:**  For the purposes of Schedule 16 (Security) the Supplier is required to comply with the Security Policy.  For the purposes of Supplier Staff vetting, the Supplier is required to comply with the Security Policy.  **ICT Policy**  For the purposes of Schedule 16 (Security) the Supplier is required to comply with the ICT Policy.  For the purposes of Schedule 28 (ICT) Supplier is required to comply with the ICT Policy. |
|  | **Charges** | Indexation is not applicable Details in Schedule 3 (Charges) |
|  | **Reimbursable expenses** | None |
|  | **Payment method** | Suppliers must be in possession of a written purchase order/orders (PO), before commencing any work, or supplying any goods, under this contract. The PO/POs for this contract will follow shortly after formal award of the Contract. All invoices submitted to the Department must quote a valid PO number and be submitted in accordance with the Buyer’s Invoicing Procedures, embedded below: |
|  | **Service Levels** | In line with the Gold Maintenance Support Package. |
|  | **Liability** | In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than [the greater of £**5 million** or **150**% of the Estimated Yearly Charges] |
|  | **Cyber Essentials Certification** | Not required |
|  | **Progress Meetings and Progress Reports** | * The Supplier shall attend Progress Meetings with the Buyer every to be agreed with the contract owner. * The Supplier shall provide the Buyer with Progress Reports every to be agreed with the contract owner. |
|  | **Guarantee** | Not applicable |
|  | **Virtual Library** | Not applicable |
|  | **Supplier**  **Contract**  **Manager** | ***(Redacted)***  ***Contract / Account Manager***  ***(Redacted)***  ***(Redacted)*** |
|  | **Supplier Authorised Representative** | ***(Redacted)***  ***DVLA Contract / Account Manager***  (Redacted)  ***(Redacted)*** |
|  | **Supplier Compliance Officer** | ***(Redacted)***  ***HSEQ Manager***  ***(Redacted)***  ***(Redacted)*** |
|  | **Supplier Data Protection Officer** | ***(Redacted)***  ***HSEQ Manager***  ***(Redacted)***  ***(Redacted)*** |
|  | **Supplier Marketing Contact** | ***(Redacted)***  ***Marketing manager***  (Redacted)  ***(Redacted)*** |
|  | **Key Subcontractors** | **Key Subcontractor 1**  Name (Registered name if registered): Advanced data Centre Systems – Company Registration Number 05321224  Registration number (if registered): Company Registration Number 05321224  Role of Subcontractor: Owner of Sensorium Software  ***[Guidance: copy above lines as needed]*** |
|  | **Buyer Authorised Representative** | ***(Redacted)***  ***Commercial Advisor***  ***(Redacted)*** |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | (Redacted) | Signature: | (Redacted) |
| Name: | (Redacted) | Name: | (Redacted) |
| Role: | Contracts Manager | Role: | Category Lead |
| Date: | 16th September 2024 | Date: | 17 September 2024 |