



# 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.

1.	<b>Buyer</b>	The Department for Transport on behalf of the Secretary of State for Transport  Its offices are on: REDACTED
2.	<b>Supplier</b>	Name: <b>Royal Institution of Chartered Surveyors</b> Address: REDACTED Registration number: A company incorporated by Royal Charter and registered in England and Wales with company number RC000487 SID4GOV ID: Not applicable
3.	<b>Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables.
4.	<b>Contract reference</b>	<b><i>TFTS1008</i></b>
5.	<b>Deliverables</b>	The Deliverables are set out in Annexe 2.
6.	<b>Buyer Cause</b>	N/A
7.	<b>Collaborative working principles</b>	The Collaborative Working Principles do not apply to this Contract. See Clause 3.1.3 for further details.



8.	<b>Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract.
9.	<b>Start Date</b>	01/03/2023
10.	<b>End Date</b>	30/09/2023
11.	<b>Extension Period</b>	Not Applicable
12.	<b>Ending the Contract without a reason</b>	<p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.</p> <p>Upon any termination in accordance with Clause 14.3, the Buyer shall pay to the Supplier the costs that the Supplier has incurred directly as a result of the early termination of the Contract which are unavoidable, reasonable and not capable of recovery as long as the Supplier provides a fully itemised and costed schedule with evidence. The maximum value of this payment is limited to the total costs which would have been paid to the Supplier as part of the Charges if the Contract had not been terminated.</p>
13.	<b>Incorporated Terms</b> (together these documents form the "the Contract")	<p>The following documents are incorporated into the Contract. Where numbers are missing, we are not using these Schedules. If the documents conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> <li>a) This Award Form</li> <li>b) Any Special Terms (see <b>Section 14 (Special Terms)</b> in this Award Form)</li> <li>c) Core Terms</li> <li>d) Schedule 1 (Definitions)</li> <li>e) Schedule 20 (Processing Data)</li> <li>f) The following Schedules (in equal order of precedence):               <ul style="list-style-type: none"> <li>a. Schedule 21 (Variation Form)</li> <li>b. Schedule 22 (Insurance Requirements)</li> </ul> </li> </ul>



		<p>c. Schedule 25 (Rectification Plan)</p> <p>d. Schedule 26 (Sustainability)</p> <p>g) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.</p>
14.	<b>Special Terms</b>	<p>Special Term 1 –</p> <p>The parties acknowledge that the Deliverable is an RICS professional standard, being an independent document setting out the ethical, conduct and competence expected for members of RICS. The parties agree that it is crucial for the professional standard to be created by the Supplier independently. Whilst the Buyer (and any other Government department) may freely participate in the public consultation process, the Buyer shall not be able to influence the final standard to any greater extent (other than by responding to the consultation) by reason of this Contract.</p> <p>Clauses 13, 14.2 and 14.5.1 of the Core Terms shall not apply to this Contract.</p> <p><i>Special Term 2 -</i></p> <p>Clause 8 of the Core Terms shall not apply. RICS shall retain ownership in all existing IPR and shall own all new IPR developed in accordance with the Contract, including in the Deliverables.</p> <p>RICS shall make the resulting professional statement freely available in the public domain.</p> <p><i>Special Term 3 -</i></p> <p>The Supplier shall be free to engage sub-contractors on such terms as it deems fit and appropriate. Accordingly, clause 8 of the Core Terms shall not apply to this Contract.</p>



15.	<b>Sustainability</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	<b>Social Value Commitment</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender)
17.	<b>Commercially Sensitive Information</b>	Not applicable
18.	<b>Charges</b>	Charges outlined at Annexe 3.  Payments to be made on successful delivery of each milestone as outlined at Annexe 2.
19.	<b>Reimbursable expenses</b>	None
20.	<b>Payment method</b>	<p>You must quote the PO number on all invoices, and these must be submitted directly to:  <i>Accounts Payable,</i>  <i>Shared Services arvato,</i>  <i>5 Sandringham Park,</i>  <i>Swansea Vale,</i>  <i>Swansea</i>  <i>SA7 0EA</i></p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:  <a href="mailto:ssa.invoice@sharedservicesarvato.co.uk">ssa.invoice@sharedservicesarvato.co.uk</a></p>



21.	<b>Service Levels</b>	Not Applicable
22.	<b>Insurance</b>	Details in Annex of Schedule 22 (Insurance Requirements).
23.	<b>Liability</b>	<p>[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 <b>100%</b> of the Estimated Yearly Charges]</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £10 Million.</p>
24.	<b>Cyber Essentials Certification</b>	Not Required
25.	<b>Progress Meetings and Progress Reports</b>	<ul style="list-style-type: none"> <li>• The Supplier shall attend Progress Meetings with the Buyer every month</li> <li>• The Supplier shall provide the Buyer with Progress Reports every two weeks</li> </ul>
26.	<b>Guarantee</b>	Not Applicable
27.	<b>Virtual Library</b>	Not Applicable
28.	<b>Supplier Contract Manager</b>	<p>REDACTED</p> <p>Standards Delivery Project Manager Marketing and Communications</p> <p>REDACTED</p>



29.	<b>Supplier Authorised Representative</b>	REDACTED Director of Standards and Professional Development REDACTED REDACTED
30.	<b>Supplier Compliance Officer</b>	Not applicable
31.	<b>Supplier Data Protection Officer</b>	Not applicable
32.	<b>Supplier Marketing Contact</b>	Not applicable
33.	<b>Key Subcontractors</b>	As outlined in Supplier's Tender Response (Schedule 4)
34.	<b>Buyer Authorised Representative</b>	REDACTED REDACTED Commercial Relationship Manager



Department  
for Transport

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Director of Standards and Professional Development	Role:	Commercial Relationship Manager
Date:	13/03/2023	Date:	13/03/2023





## Annexe 1: Statement of Requirements



TFTS1008- Statement  
of Requirements.docx

## Annexe 2: Key Milestones and Deliverables

REDACTED

## Annexe 3: Charges

REDACTED