

**Framework**

**Award Form**

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

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|  | CCS  | The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS). Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP. |
|  | Supplier |

|  |  |
| --- | --- |
| Name:  | **[Insert** name (registered name if registered)] |
| Address:  | [**Insert** address registered address if registered] |
| Registration number:  | [**Insert** registration number if registered] |
| SID4GOV ID: | [**Insert** SID4GOV ID if you have one] |
|  |  |

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|  | Framework Contract | This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables. This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference [Insert reference number] (OJEU Contract Notice). |
|  | Deliverables  | [Insert general description of the Deliverables, by Lot if relevant]See Framework Schedule 1 (Specification) for further details. |
|  | Framework Start Date | [**Insert** Day Month Year] |
|  | Framework Expiry Date | [**Insert** Day Month Year] |
|  | FrameworkOptionalExtensionPeriod | [**Insert** detail about extensions of this contract]Up to [**Insert** Day Month Year] |
|  | OrderProcedure | **[Delete** any not relevant:]* [direct award]
* [partially re-opening competition]
* [further competition]

See Framework Schedule 7 (Call-off Award Procedure) |
|  | Framework Incorporated Terms (together these documents form the ‘the Framework Contract’) | The following documents are incorporated into the Framework Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:1. This Framework Award Form
2. Any Framework Special Terms (see Section 10 ‘Framework Special Terms’ in this Framework Award Form)
3. Joint Schedule 1 (Definitions) RM6158
4. Joint Schedule 11 (Processing Data) RM6158
5. The following Schedules for RM6158 (in equal order of precedence):

[**Guidance:** **delete** any highlighted Schedule that is not needed for this procurement. **Add** any additional Schedule that is needed. **Remove** any highlighting remaining before publication. **Note** that the parallel section in the Order Form is handled differently.]* + Framework Schedule 1 (Specification)
	+ Framework Schedule 3 (Framework Prices)
	+ Framework Schedule 4 (Framework Management)
	+ Framework Schedule 5 (Management Charges and Information)
	+ Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules:
		- Call-Off Schedule 1 (Transparency Reports)
		- Call-Off Schedule 2 (Staff Transfer)
		- Call-Off Schedule 3 (Continuous Improvement)
		- [Call-Off Schedule 4 (Call-Off Tender) ]
		- [Call-Off Schedule 5 (Pricing Details) ]
		- [Call-Off Schedule 6 (ICT Services) ]
		- [Call-Off Schedule 7 (Key Supplier Staff) ]
		- [Call-Off Schedule 8 (Business Continuity and Disaster Recovery) ]
		- [Call-Off Schedule 9 (Security) ]
		- [Call-Off Schedule 10 (Exit Management) ]
		- [Call-Off Schedule 11 (Installation Works) ]
		- [Call-Off Schedule 12 (Clustering) ]
		- [Call-Off Schedule 13 (Implementation Plan and Testing)]
		- [Call-Off Schedule 14 (Service Levels) ]
		- [Call-Off Schedule 15 (Call-Off Contract Management)]
		- [Call-Off Schedule 16 (Benchmarking) ]
		- [Call-Off Schedule 17 (MOD Terms) ]
		- [Call-Off Schedule 18 (Background Checks) ]
		- [Call-Off Schedule 19 (Scottish Law) ]
		- [Call-Off Schedule 20 (Call-Off Specification) ]
		- [Call-Off Schedule 21 (Northern Ireland Law) ]
		- [Call-Off Schedule 22 (Lease Terms) ]
* Framework Schedule 7 (Call-Off Award Procedure)
* Framework Schedule 8 (Self Audit Certificate)
* [Framework Schedule 9 (Cyber Essentials Scheme)]
* [Framework Schedule 10 (Security Assurance Requirements)]
* Joint Schedule 2 (Variation Form)
* Joint Schedule 3 (Insurance Requirements)
* Joint Schedule 4 (Commercially Sensitive Information)
* [Joint Schedule 6 (Key Subcontractors)]
* [Joint Schedule 7 (Financial Difficulties)]
* [Joint Schedule 8 (Guarantee)]
* [Joint Schedule 9 (Minimum Standards of Reliability)]
* Joint Schedule 10 (Rectification Plan)
* [Joint Schedule 12 (Supply Chain Visibility)]
1. CCS Core Terms (version 3.0.4)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6158
3. Framework Schedule 2 (Framework Tender) RM6158 as long as any part of the Framework Tender that offers a better commercial position for CCS or Contracting Authorities (as decided by CCS) take precedence over the documents above
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|  | Framework Special Terms | Special Term 1 – The following will be added as an additional bullet point at the end of the list of bullet points in Clause 10.4.1: so that it becomes part of the Core Term provision:* the Supplier does not declare any Total Cost (ex VAT) via a MI Report in any period of six (6) consecutive Months;
 |
| Special Term 2 - The following will be added as an additional bullet point at the end of the list of bullet points in Clause 10.4.1: so that it becomes part of the Core Term provision:* The Supplier, following a Health Assurance Inspection, does not satisfy remedial findings in the timescales stipulated by the Relevant Authority;
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|  | Framework Prices  | [Insert information about the prices]Details in Framework Schedule 3 (Framework Prices) |
|  | Insurance | Details in Annex of Joint Schedule 3 (Insurance Requirements). |
|  | Cyber Essentials Certification | * Cyber Essentials Scheme Basic Certificate (or equivalent). Details in Framework Schedule F9 (Cyber Essentials Scheme)
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|  | Management Charge | The Supplier will pay, excluding VAT, 4.5% of the Supplier Management Charge for the Services invoiced to the Contracting Authority under all Call-Off Contracts. |
|  | Supplier FrameworkManager | [**Insert** name][**Insert** job title][**Insert** email address]**[Insert** phone number] |
|  | Supplier Authorised Representative | [**Insert** name][**Insert** job title][**Insert** email address]**[Insert** phone number] |
|  | Supplier Compliance Officer | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Supplier Data Protection Officer | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Supplier Marketing Contact | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Key Subcontractors | **Key Subcontractor 1**Name (Registered name if registered) [**insert** name]Registration number (if registered) [**insert** number]Role of Subcontractor [**insert** role]**[Guidance:** copy above lines as needed] |
|  | CCS Authorised Representative | **[Insert** name]**[Insert** job title]**[Insert** email address]**[Insert** phone number] |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of CCS:** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |