

**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] | |  |  | |
|  | 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] |
|  | Framework  Optional  Extension  Period | [**Insert** detail about extensions of this contract]  Up to [**Insert** Day Month Year] |
|  | Order  Procedure | **[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 |
|  | 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; |
|  |
|  | 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) |
|  | 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  Framework  Manager | [**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] |

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