

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.	Buyer	Driver and Vehicle Licensing Agency [DVLA] (the Buyer). Its offices are on: Longview Road Morriston Swansea SA6 7JL
2.	Supplier	Name: PRCA Address: 39 High Street, Battle, East Sussex, TN33 0EE Registration number: 00965517 SID4GOV ID:
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in the Contract Notice in Find A Tender, reference [To be confirmed] (FTS Contract Notice).

4.	Contract reference	PS/22/58 – Provision of PRCA Qualifications
5.	Deliverables	<p>DVLA’s Strategic and External Communications team (responsible for the delivery of communications throughout the agency, and any DVLA related communications to the media) require access to the Public Relations and Communications Association (PRCA) to obtain PRCA Professional Qualifications.</p> <p>The following courses have been identified:</p> <ul style="list-style-type: none"> • 2 x PRCA Diploma in Integrated Communication Management (Dip PRCA)– 6 months • 1 x Advanced Certificate (AdCert PRCA) <p>DVLA’s External Communications Team (incorporates the Media Relations and Content & Marketing teams and provides advice across the agency for external elements of the DVLA Communications Strategy) require the following training courses:</p> <ul style="list-style-type: none"> • 1 x 1 x Diploma in PR and Communications Management (DipPRCA) <p>The course needs to be delivered virtually and should take no more than 12 months to complete.</p> <p>The course objective needs to ensure that candidates will be able to demonstrate strategic thinking and planning.</p> <p>See Schedule 2 (Specification) for further details.</p>

6.	Buyer Cause	<p>Any breach of the Supplier:</p> <ul style="list-style-type: none"> • Not using licensed facilitators • Not providing support and availability during the lifecycle of the contract • Not detailing where appropriate the commencement date, milestones, completion of deliverables, exit strategies, handover points, break points and expiry date in agreement with the agency • Not notifying delegates of the required support in advance for successful delivery i.e. materials, connectivity • Not delivering training via Teams in the first instance although other tools may be considered • Not enabling the Buyer to book the first course as soon as the contract is awarded. • Not providing an element of flexibility in the event that there are changes in our operational circumstances (if delegates cannot enrol for the full qualifications, we reserve the right to book the individual elements of the qualifications which are currently offered as single courses in lieu of full qualification enrolment). <p>And the Buyer shall have no obligation to perform any obligations placed on it in Schedule 2 (Specification) or Schedule 4 (Tender) unless they are specifically identified above.</p>
7.	Collaborative working principles	<p>The Collaborative Working Principles apply to this Contract. See Clause 3.1.3 for further details.</p>
8.	Financial Transparency Objectives	<p>The Financial Transparency Objectives do not apply to this Contract See Clause 6.3 for further details.</p>
9.	Start Date	<i>7 August 2022</i>
10.	Expiry Date	<i>6 August 2024</i>
11.	Extension Period	Not applicable
12.	Ending the Contract without a reason	<p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.</p>

13.	Incorporated Terms (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"> a) This Award Form b) Any Special Terms (see Section 14 (Special Terms) in this Award Form) c) Core Terms d) Schedule 1 (Definitions) e) Schedule 6 (Transparency Reports) f) Schedule 20 (Processing Data) g) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 5 (Commercially Sensitive Information) d. Schedule 10 (Service Levels) e. Schedule 21 (Variation Form) f. Schedule 22 (Insurance Requirements) g. Schedule 25 (Rectification Plan) h. Schedule 26 (Sustainability) i. Schedule 36 (IPR) h) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that aspect of the Tender will take precedence over the documents above.
14.	Special Terms	N/A
15.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	Buyer's Environmental Policy	DVLA011: corporate environmental policy available online at: https://www.gov.uk/government/publications/dvlas-environmental-policy
17.	Social Value Commitment	Not Applicable

18.	Buyer's Security Policy	DVLA Security Policy  DVLA Information Security Policy.pdf
19.	Commercially Sensitive Information	Not applicable
20.	Charges	Details in Schedule 3 (Charges)
21.	Reimbursable expenses	None
22.	Payment method	You 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:  DVLA Invoicing Procedures v2.1.doc
23.	Service Levels	Not applicable
24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
25.	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 150% of the Estimated Yearly Charges 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 £1 million.
26.	Cyber Essentials Certification	Not required
27.	Progress Meetings and Progress Reports	Not Applicable

28.	Guarantee	Not applicable
29.	Virtual Library	Not applicable
30.	Supplier Contract Manager	XXXXXX “redacted under FOIA section [40 Personal Information]”
31.	Supplier Authorised Representative	
32.	Supplier Compliance Officer	
33.	Supplier Data Protection Officer	
34.	Supplier Marketing Contact	
35.	Key Subcontractors	Key Subcontractor 1 Not applicable
36.	Buyer Authorised Representative	XXXXXX “redacted under FOIA section [40 Personal Information]”

For and on behalf of the Supplier:

For and on behalf of the Buyer:

Signature:	XXXXXX "redacted under FOIA section [40 Personal Information]"	Signature:	XXXXXX "redacted under FOIA section [40 Personal Information]"
Name:	XXXXXX "redacted under FOIA section [40 Personal Information]"	Name:	XXXXXX "redacted under FOIA section [40 Personal Information]"
Role:	Talent & Development Director	Role:	Category Manager
Date:	06.07.22	Date:	29/07/2022