**CROWN COMMERCIAL SERVICE**

**and**

**SUPPLIER**

**WORKPLACE SERVICES CONTRACT**

**(FM MARKETPLACE PHASE 2)**

**REF: RM6089**

**ATTACHMENT 12 – FRAMEWORK AWARD FORM**



**Framework**

**AWARD FORM**

Framework Award Form

This Framework Award Form is crucial for the operation of the Framework Contract. It summarises the key features of the procurement and the appointment of the Supplier:

|  |  |  |
| --- | --- | --- |
|  | CCS | the Minister for the Cabinet Office **("Cabinet Office")** as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP, appoints: |
|  | Supplier | |  |  | | --- | --- | | Name: | [company name] | | Registered address: | [company address] | | Registered number: | [company number] | | DUNS number: | [DUNS number] | |  |  | |
|  | Framework Contract | to a framework contract consisting of the Framework Incorporated Terms for the supply of Workplace Services under which the Supplier can be considered for Call-Off Contracts as outlined in the Contract Notice in the Official Journal of the European Union reference [enter text] (OJEU Contract Notice) |
|  | Appointed Lots and Lot Specific Information | The Supplier is appointed in respect of those Lot/sub lots which are set out below. The corresponding information will apply to each Lot/sub lot as applicable. Where a Lot/sub lot is indicated as being Not Applicable then the Supplier is not appointed in respect of that Lot/sub lot and the corresponding information is not applicable.   |  |  |  | | --- | --- | --- | | **Appointed in respect of Lot/sub-lot** | **Yes or Not Applicable** | **Supplier accreditations required for the Lot** | | 1a |  | ISO 9001  ISO 14001  OHSAS 18001  Cyber Essentials Basic  Member of Contractor Scheme (ACS)  Member of an accreditation association and/or trade body of one or more of the following organisations:  NSI - National Security Inspectorate  BSIA – British Security Industry Association  SIA - Security Industry Authority.  IPSA - International Professional Security Association  SSAIB - Security Systems and Alarm Inspection Board  CCAS – Chamber Certification Assessment Services  ISOQAR – Alcumus | | 1b |  | ISO 9001  ISO 14001  OHSAS 18001  Cyber Essentials Basic  Member of an accreditation association and/or trade body of one or more of the following organisations: NSI – National Security Inspectorate.  BSIA – British Security Industry Association  IPSA - International Professional Security Association  SSAIB – Security Systems and Alarm Inspection Board  Member of or willing to have before the first call-off, one of the following memberships of the below accreditation bodies: Register of Security Engineers (RSES) which encompasses Generalist Security Advisors (GSA) and Specialist Security Advisors (SSA).  Register of Chartered Security Professionals (charteredsecurityprofessional.org).  Association of Security Consultants (ASC) (securityconsultants.org.uk).  Certified Professional Scheme – National Cyber Security Centre (NCSC) (www.ncsc.gov.uk/articles/about-certified-professional- scheme). | | 2a |  | ISO 9001, ISO 14001, OHSAS 18001, Cyber Essentials Plus | | 2b |  | ISO 9001  ISO 14001  OHSAS 18001  Cyber Essentials Plus | | 2c |  | ISO 9001, ISO 14001, OHSAS 18001, Cyber Essentials Basic | | 3 |  | ISO 9001  ISO 14001  OHSAS 18001  Cyber Essentials Plus | |
|  | Geographical  Boundary | Services to be available within the following Geographical Boundaries:   |  |  | | --- | --- | |  |  | |  | Sub-lot 1a | Sub-lot 1b | Sub-lot 2c | | Geographical location |  |  |  |   as varied from time to time by agreement with CCS in accordance with the process set out in Paragraph 9 of Framework Schedule 4 (Framework Management) |
|  | Deliverables | See Framework Schedules 1a-f (Specifications) for further details |
|  | Framework  Start Date | [Day Month Year] |
|  | Framework Expiry Date | [Day Month Year] |
|  | Framework  Optional Extension Period | [Detail]  Up to [Day Month Year] |
|  | Order Procedure | Further Competition (see Schedule F7 Call-off Procedure and Award Criteria for further details) |
|  | Framework Incorporated Terms | 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. Joint Schedule 1 (Definitions) RM6089 3. Joint Schedule 11 (Processing Data) RM6089 4. The following Schedules RM6089 (each taking equal precedence in this Framework Contract):   Framework Schedules 1a-f (Specifications)  Framework Schedule 3 (Framework Prices)  Framework Schedule 4 (Framework Management)  Framework Schedule 5 (Management Charges and Information)  Framework Schedule 9 (Cyber Essentials Scheme) – Optional  Framework Schedule 7 (Call-off Procedure and Award Criteria)  Joint Schedule 7 (Financial Distress)  Joint Schedule 3 (Insurance Requirements) (sub-lots 1A, 1B and 2C)  Joint Schedule 9 (Minimum Standards of Reliability)  Joint Schedule 12 (Supply Chain Visibility)  Joint Schedule 6 (Key Subcontractors)  Joint Schedule 4 (Commercially Sensitive Information)  Framework Schedule 6 (Order Form Template and template Call-off Schedules) including the following Call-off Schedules which shall take the order of precedence given to them in the Order Form of the relevant Call-Off Contract:   * Call-Off Schedule 1 (Transparency Reports) * Call-Off Schedule 2 (Staff Transfer) * Call-Off Schedule 3 (Continuous Improvement) * Call-Off Schedule 4 (Facilities Management) * Call-Off Schedule 5 (Call-Off Pricing) * Call-Off Schedule 6A (TUPE Surcharge) * Call Off Schedule 6B TUPE (Transferring Buyer Employees-Contract Price Adjustment)sub-lots 2A, 2B and Lot 3 only) * Call Off Schedule 23 (Redundancy Surcharge) * Call-Off Schedule 7 (Key Staff) * Call-Off Schedule 8 (Business Continuity and Disaster Recovery) * Call-Off Schedule 9 (Security) * Call-Off Schedule 10 (Exit Management) * Call Off Schedules 11A, B and C (Insurance Requirements) (sub-lots 2A, 2B and Lot 3 only) * Call-Off Schedule 12 (ICT Services Terms) - Optional * Call-Off Schedule 13 (Mobilisation Plan and Testing) - Optional * Call-Off Schedule 14 (Key Performance Indicators ) - Optional * Call-Off Schedule 15 (Contract Management) - Optional * Call-Off Schedule 16 (Benchmarking) - Optional * Call-Off Schedule 17 (MoD Terms) - Optional * Call-Off Schedule 18 (Concession Agreement) - Optional * Call-Off Schedule 19 (Collateral Warranty Agreements) - Optional * Call-Off Schedule 20 (Clustering) - Optional * Call-Off Schedule 21 (Performance Bond) – Optional * Call-Off Schedule 22 (Call Off Tender) – Optional * Call Off Schedule 24. (Collaboration) – Optional (sub-lots 2A, 2B and Lot 3) * Call Off Schedule 25. (Relevant Convictions) – Optional * Call Off Schedule 26. (Scottish Law) * Call Off Schedule 27. (Northern Ireland Law) * Call Off Schedule 28. (Call Off Specification)   Framework Schedule 8 (Self Audit Certificate)  Joint Schedule 2 (Variation Form)  Joint Schedule 8 (Guarantee) –Optional  Joint Schedule 10 (Rectification Plan)   1. Core Terms V3.0.4 2. Joint Schedule 5 (Corporate Social Responsibility) 3. Framework Schedule 2 (Framework Tender) provided that any parts of the Framework Tender which offer a better commercial position for CCS or Buyers (as decided by CCS) will take precedence over the documents above   (together “the Framework Contract”) |
|  | Framework Special Terms | None |
|  | Framework Prices | As set out in Framework Schedule 3 (Framework Prices) |
|  | Cyber Essentials Certification | Cyber Essentials Scheme Basic Certificate for Lot 1 sub lots a, b and c.  Cyber Essentials Scheme Plus Certificate for Lot 2 sub lot a, b and Lot 3  See Framework Schedule 9 (Cyber Essentials Scheme) for further details |
|  | Management Charge | Excluding VAT, will be an amount equal to 1% of all Charges for the Deliverables invoiced to the Buyer under all Call-off Contracts under Lot 1 sub-lot a and b and sub-lot 2 c.  Excluding VAT, will be an amount equal to 0.5% of all Charges for the Deliverables invoiced to the Buyer under all Call-off Contracts under Lot 2, sub-lot a ,b and Lot 3 |
|  | Supplier Authorised Representative | Name:  Title:  Email :  Phone: |
|  | Supplier Compliance Officer | Name:  Title:  Email :  Phone: |
|  | Supplier Data Protection Officer | [same person indicated as Supplier Compliance Officer] or  Name:  Title:  Email :  Phone: |
|  | Key Subcontractors |  |
|  | Marketing Contact | Name:  Title:  Email :  Phone: |
|  | CCS Authorised Representative | Name:  Title:  Email :  Phone: |

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