**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 18001Cyber Essentials BasicMember of Contractor Scheme (ACS)Member of an accreditation association and/or trade body of one or more of the following organisations: NSI - National Security InspectorateBSIA – British Security Industry AssociationSIA - Security Industry Authority.IPSA - International Professional Security AssociationSSAIB - Security Systems and Alarm Inspection Board CCAS – Chamber Certification Assessment ServicesISOQAR – Alcumus |
| 1b |  | ISO 9001 ISO 14001 OHSAS 18001Cyber Essentials BasicMember of an accreditation association and/or trade body of one or more of the following organisations: NSI – National Security Inspectorate.BSIA – British Security Industry AssociationIPSA - International Professional Security AssociationSSAIB – Security Systems and Alarm Inspection BoardMember 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 18001Cyber Essentials Plus |
| 2c |  | ISO 9001, ISO 14001, OHSAS 18001, Cyber Essentials Basic |
| 3 |  | ISO 9001 ISO 14001 OHSAS 18001Cyber Essentials Plus |

 |
|  | GeographicalBoundary | 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] |
|  | FrameworkOptional 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 thedocuments 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) – OptionalFramework 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) –OptionalJoint 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 3See 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] orName: 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: |  |