



Department
for Transport



Driver & Vehicle
Licensing
Agency

Appendix 1 Part A (Award Form)
Above-threshold ITT incorporating Mid-Tier Contract
Contract Reference: PS/23/118

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	<p>DVLA on behalf of the Secretary of State for Transport</p> <p>Its offices are on:</p> <p><i>Driver and Vehicle Licensing Agency (DVLA)</i> <i>Longview Road</i> <i>Morriston</i> <i>Swansea</i> <i>SA6 7JL</i></p>
2.	Supplier	<p>Name: PayPoint Network Limited</p> <p>Address: 1 The Boulevard, Shire Park, Welwyn Garden City, Hertfordshire, AL7 1EL, United Kingdom</p> <p>Registration number: 02973115</p> <p>SID4GOV ID: N/A</p>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>This opportunity is advertised in the Contract Notice in Find A Tender, reference 2023/S 000-030019 (FTS Contract Notice).</p>



4.	Contract reference	PS/23/118
5.	Deliverables	<p>The Supplier shall provide a face-to-face counter service to issue International Driving Permits to valid UK driving licence holders on behalf of the Buyer.</p> <p>There are three versions of the permit dependent on the country or countries the driver is visiting. They are specified under the Vienna Conventions of 1926, 1949 and 1968.</p> <p>The service is required throughout Great Britain and Northern Ireland and shall provide sufficient geographic coverage across England, Scotland Wales and Northern Ireland.</p> <p>See Schedule 2 (Specification) for further details.</p>
6.	Buyer Cause	<p>Any breach of:</p> <p>the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.</p>
7.	Collaborative working principles	The Collaborative Working Principles do not apply to this Contract.
8.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract
9.	Start Date	19 th February 2024
10.	End Date	31 st March 2027
11.	Extension Period	Not applicable
12.	Ending the Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.



<p>13. Incorporated Terms</p> <p>(together these documents form the "the Contract")</p>	<p>The following documents are incorporated into the Contract. We are not using any Schedules marked as N/A. 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) N/A Schedule 31 (Buyer Specific Terms) d) Core Terms e) Schedule 36 (Intellectual Property Rights) f) Schedule 1 (Definitions) g) Schedule 6 (Transparency Reports) h) Schedule 20 (Processing Data) i) 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. N/A Schedule 7 (Staff Transfer) e. Schedule 8 (Implementation Plan & Testing) f. N/A Schedule 9 (Installation Works) g. Schedule 10 (Service Levels) h. Schedule 11 (Continuous Improvement) i. Schedule 12 (Benchmarking) j. Schedule 13 (Contract Management) k. Schedule 14 (Business Continuity and Disaster Recovery) l. N/A Schedule 15 (Minimum Standards of Reliability) m. Schedule 16 (Security) n. N/A Schedule 17 (Service Recipients) o. N/A Schedule 18 (Supply Chain Visibility) p. Schedule 19 (Cyber Essentials Scheme) q. Schedule 21 (Variation Form) r. Schedule 22 (Insurance Requirements)
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		<ul style="list-style-type: none"> s. N/A Schedule 23 (Guarantee) t. Schedule 24 (Financial Difficulties) u. Schedule 25 (Rectification Plan) v. Schedule 26 (Sustainability) w. Schedule 27 (Key Subcontractors) x. N/A Schedule 28 (ICT Services) y. N/A Schedule 28A (Agile Development Additional Terms) z. Schedule 29 (Key Supplier Staff) aa. Schedule 30 (Exit Management) bb. Schedule 32 (Background Checks) cc. N/A Schedule 33 (Scottish Law) dd. N/A Schedule 34 (Northern Ireland Law) ee. N/A Schedule 35 (Lease Terms) ff. N/A Schedule 37 (Corporate Resolution Planning Information) j) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.
14.	Special Terms	<ul style="list-style-type: none"> 1. Ownership of the IDP documentation resides with the Buyer. 2. The production of the IDP documentation and its supply to the Supplier will be the responsibility of the Buyer. 3. The supply of ink stamps to the Supplier will be the responsibility of the Buyer. 4. At the request of the Buyer, the Supplier shall return any IDP documentation to a location specified by the Buyer. 5. At the request of the Buyer, the Supplier shall return any ink stamps to a location specified by the Buyer.



		6. The Supplier shall charge and collect from the customer no more/no less than the statutory £5.50 IDP fee.
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	Section 8.4 of Schedule 2 (Specification)
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and report on the Social Value KPIs as required by Schedule 10 (Service Levels)]
18.	Buyer's Security Policy	Schedule 16 (Security)
19.	Commercially Sensitive Information	Supplier's Commercially Sensitive Information: Schedule 5 (Commercially Sensitive Information)]
20.	Charges	The supplier shall charge and collect from the customer no more/no less than the statutory £5.50 IDP fee.
21.	Reimbursable expenses	None
22.	Payment method	The supplier shall collect the statutory £5.50 IDP charge via the payment methods outlined in section 6.10 of Schedule 2 (Specification)
23.	Service Levels	Schedule 10 (Service Levels)
24.	Insurance	Schedule 22 (Insurance Requirements).



25.	Liability	<p>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 £5 million</p> <p>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 £5 million</p>
26.	Cyber Essentials Certification	Cyber Essentials Scheme Basic / Plus Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)
27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer every month as per section 9 of Schedule 2 (Specification) • The Supplier shall provide the Buyer with Progress Reports every month as per section 9 of Schedule 2 (Specification)
28.	Guarantee	Not applicable
29.	Virtual Library	<p>In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)</p> <ul style="list-style-type: none"> • the period in which the Supplier must create and maintain the Virtual Library, is as set out in that Paragraph and • the Supplier shall update the Virtual Library annually.
30.	Supplier Contract Manager	<p>Redacted under FOIA section 40</p> <p>Account Manager</p> <p>Redacted under FOIA section 40</p>
31.	Supplier Authorised Representative	<p>Redacted under FOIA section 40</p> <p>Client Services Director</p> <p>Redacted under FOIA section 40</p>
32.	Supplier Compliance Officer	<p>Redacted under FOIA section 40</p> <p>Security and Compliance Manager</p> <p>Redacted under FOIA section 40</p>



33.	Supplier Data Protection Officer	Redacted under FOIA section 40 Data Protection Officer Redacted under FOIA section 40
34.	Supplier Marketing Contact	Redacted under FOIA section 40 Corporate Affairs and Marketing Director Redacted under FOIA section 40
35.	Key Subcontractors	Key Subcontractor 1 Name (Registered name if registered): PayPoint Collections Limited Registration number (if registered): 03581551 Role of Subcontractor: Collecting money from the Retailers and settling with the Client.
36.	Buyer Authorised Representative	Redacted under FOIA section 40 Commercial Category Lead Redacted under FOIA section 40



For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOIA section 40	Signature:	Redacted under FOIA section 40
Name:	Redacted under FOIA section 40	Name:	Redacted under FOIA section 40
Role:	Managing Director – Client Services	Role:	Head of Commercial Services
Date:	21/02/2024	Date:	21/02/2024
Signature:	Redacted under FOIA section 40		
Name:	Redacted under FOIA section 40		
Role:	Chief Financial Officer		
Date:	21/02/2024		