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This Framework Award Form creates the Framework Contract RM6297 Print and Digital Communications. It summarises the main features of the procurement and includes CCS and the Supplier’s contact details.

|  | **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] |
|  |  |

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|  |  **Framework Contract** | This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables [in Lot(s) [x, y]. You cannot deliver in any other Lot under this contract. Any references made to other Lots in this contract do not apply.] This opportunity is advertised in the Contract Notice in the Find a Tender Service reference [**Insert** reference number] (FTS Contract Notice). |
|  | **Deliverables**  | Services available under this agreement include:* command and house paper services (available through lot 1 only)
* bulk printing
* full range of print products (envelopes, labels, folders)
* operational print (including brochures, leaflets, business cards, business stationary)
* finishing services (binding, stamping, embossing or laminating)
* direct mail and transactional print services
* a range of alternative formats (such as easy read, large print, alternative languages, audio and braille)
* secure print services and secure print items
* print stock management and distribution
* pre-production services (content creation, digital asset management, typesetting, proofreading and translation services)
* digital solutions and transformation services including data and content across multiple platforms and devices, including email, SMS, and website
* election print and election mailing services

You can also access associated print services along with your print needs. These services are not designed to be used separately and can only be accessed as part of an overall print management service. These services are:* scanning and microfiche services
* secure shredding of confidential waste
* media duplication services

See Framework Schedule 1 (Specification) for further details. |
|  | **Framework** **Start Date** | 24th September 2024 |
|  | **Framework Expiry Date** | 27th December 2028 |
|  | **Framework****Optional****Extension****Period** | N/A |
|  | **Order****Procedure** | * Lot 1 - Direct Award
* Lot 2 - Further Competition

See Framework Schedule 7 (Call-off Award Procedure) |
|  | **Framework Incorporated Terms** (together these documents form ‘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) RM6297
4. Joint Schedule 11 (Processing Data) RM6297
5. The following Schedules for RM6297 (in equal order of precedence):
	* 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) and Framework Schedule 6a – CHP Services Order Form (Lot 1 Only) 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 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)
		+ Call-Off Schedule 23 (HMRC Terms)
		+ Call-Off Schedule 24 (Corporate Resolution Planning)
		+ Call-Off Schedule 25 (Consignment Stock)
* Framework Schedule 7 (Call-Off Award Procedure)
* Framework Schedule 8 (Self Audit Certificate)
* Framework Schedule 9 (Cyber Essentials Scheme)
* Framework Schedule 10 (Staff Transfer) (Lot 1 Only)
* 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)
* Joint Schedule 13 (Implementation Plan and Testing)
1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6297
3. Framework Schedule 2 (Framework Tender) RM6297 as long as any part of the Framework Tender that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above
 |
|  | **Framework Special Terms** | Special Term 1 - N/A |
|  | **Framework Prices**  | Details in Framework Schedule 3 (Framework Prices) |
|  | **Insurance** | Details in Annex of Joint Schedule 3 (Insurance Requirements). |
|  | **Cyber** **Essentials Certification** | Cyber Essentials Scheme Plus Certificate (or equivalent). Details in Framework Schedule 9 (Cyber Essentials Scheme) |
|  | **Management Charge** | The Supplier will pay, excluding VAT, 1% of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts. Postage is a pass through cost that is exempt from the 1% levy.  |
|  | **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] |
|  | **Data Protection Liability Cap** | £10,000,000 |
|  | **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** | To be confirmed on Framework Award |

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