

FRAMEWORK SCHEDULE 3 – FORM OF CONTRACT AND CALL-OFF TERMS

FORM OF CONTRACT

This contract is made on the 27th day of September 2024.

BETWEEN

- (1) Driver and Vehicle Standards Agency of Berkeley House, Croydon Street, Bristol. BS5 0DA (the **"Customer"**); and
- (2) Security Plus + Ltd whose registered office is Tolerant House, Bellringer Road, Trentham Lakes South, Stoke on Trent, Staffordshire ST4 8GZ whose company number is 01325489 (the **"Service Provider"**)

WHEREAS the Customer wishes to have provided the following goods and/or services namely cash collection and cash & valuables in transit services pursuant to the ESPO Framework Agreement (reference 324F_24).

NOW IT IS AGREED THAT

1. The Service Provider will provide the goods and/or services in accordance with the terms of the call-off contract reference number K280022409 and Contract Documents.
2. The Customer will pay the Service Provider the amount due in accordance with the terms of the call off agreement and the Contract Documents.
3. The following documents comprise the Contract Documents and shall be deemed to form and be read and construed as part of this agreement:
 - This Form of Contract
 - The Master Contract Schedule
 - The documents as listed below:
 - 324F_24 – Security Plus Pricing Schedule

IN WITNESS OF the hands of the Parties or their duly authorised representatives:

Signed for and on behalf of

Driver and Vehicle Standards Agency

by XXXXXX redacted under FOIA section no
40 , an authorised officer

)

)

Authorised Officer

Print name: XXXXXX redacted under
FOIA section no 40

XXXXXX redacted under FOIA section no
40

Signed by

Security Plus + Ltd

)

)

)

Service Provider

Print name: XXXXXX redacted under FOIA
section no 40

XXXXXX redacted under FOIA section no 40

~~**EXECUTED AS A DEED BY THE CUSTOMER**~~

~~**by affixing the common seal of**~~

~~**[INSERT NAME OF CUSTOMER]**~~

~~**in the presence of :-**~~

_____~~Authorised Officer~~

~~**EXECUTED AS A DEED BY THE SERVICE PROVIDER**~~

~~**by affixing the common seal of**~~

Guidance contained in this document is intended for use by ESPO employees; however, it is made available to ESPO customers. ESPO customers must seek their own legal advice as to the content and drafting of this document.

~~[INSERT NAME OF SERVICE PROVIDER]~~

~~in the presence of:~~ _____

.....

Director

.....

~~[Director OR Secretary]~~

OR

~~EXECUTED AS A DEED BY~~

~~[INSERT SERVICE PROVIDER'S NAME] acting by~~

~~[INSERT NAME OF FIRST DIRECTOR], a director and~~

~~[INSERT NAME OF SECOND DIRECTOR/SECRETARY],~~

~~[a director OR its secretary]~~ _____

.....

Director

.....

[Director **OR** Secretary]

This document relates to and forms part of the Call-Off Terms

(Document Reference K80022409)

MASTER CONTRACT SCHEDULE

(ESPO Framework Reference 324F_24)

1. TERM
<p>Commencement Date</p> <p>1st October 2024</p> <p>Expiry Date</p> <p>30th September 2026</p> <p>Extension Periods</p> <p>Extension Period 1: 1st October 2026 - 30th September 2027</p> <p>Extension Period 2: 1st October 2027 - 30th September 2028</p>
2. GOODS AND/OR SERVICES REQUIREMENTS
<p>Goods required</p> <p>N/A</p> <p>Services and Deliverables required</p> <p>The Service Provider shall provide cash collection services via the following service option:</p> <ol style="list-style-type: none">1. Collection with Same Day depositing at a High Street Bank or an approved Cash Receiving Facility <p>The Service Provider shall provide the above service options under the following collection options:</p> <ol style="list-style-type: none">a) Standard Collectionb) Emergency Collectionc) Remedial Collection <p>The Service Provider shall provide the above services under the following Lots:</p>

Lot 1: Cash/Valuables Collection & CViT Services from premises or buildings

The following table outlines the locations for collection (sites), the frequency of collection and the type of collection option.

Site	Frequency of Collection	Type of Collection
Northern Traffic Area Leeds	Weekly (Thursday)	Standard
Swansea Ellipse	Weekly (Friday)	Standard
Ashford HRTI	Fortnightly (Monday)	Standard
Gillingham	Ad-Hoc	Emergency
Scottish Traffic Area Edinburgh	Ad-Hoc	Emergency
Berkeley House	Ad-Hoc	Emergency
Dartford	Ad-Hoc	Emergency
Guildford	Ad-Hoc	Emergency
Sheffield	Ad-Hoc	Emergency

Optional Services required

Option to add the Driver and Vehicle Licensing Agency Site at Swansea as one additional collection location. **If** this option is to be exercised the DVLA site will be added as follows:

Site	Frequency of Collection	Type of Collection
Swansea - DVLA	Ad hoc (currently fortnightly on a Mon-Fri, DVLA will request a collection if required)	Standard

If this option is exercised the contract will be varied in line with PCR regulation 72 to allow for the uplift in value required. Please note that if necessary, any additional values will be within PCR 15 allowances.

Performance/Delivery Location/Premises

Locations are listed in Section 2, and addresses will be provided in addition to this contract document.

Standards

Quality Standards

All information on expected standards can be found within the Framework Specification under **2. SERVICE STANDARDS.**

Technical Standards

All information on expected standards can be found within the Framework Specification under **2. SERVICE STANDARDS.**

Disaster Recovery and Business Continuity

Clause 6 is sufficient, no additional requirements are necessary.

3. SERVICE PROVIDER SOLUTION

Service Provider Solution

The full solution provided by the Service Provider can be found within the Framework Specification under **GENERAL SPECIFICATION – LOTS 1 and 2** and **Specification for Cash/Valuables Collection & CViT Services from premises or buildings – LOT 1.**

Key Personnel of the Service Provider to be involved in the provision of the Goods, Services and Deliverables
--

XXXXXX redacted under FOIA section no 40 Email: XXXXXX redacted under FOIA section no 40
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Service Provider's inspection of the Premises and Infrastructure (where relevant)
--

Clause 10 of the Call-Off Terms is not applicable.
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4. PERFORMANCE OF THE GOODS AND/OR SERVICES AND DELIVERABLES

Implementation Plan and Milestones or e.g. delivery schedule (including dates for completion and/or delivery)
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Not Applicable

Critical Service Failure

In relation to the provision of Cash Collection services, a Critical Service Failure shall mean a failure to complete a collection 3 times in a 30 day period (if at fault of the supplier), or failure to complete a collection 2 times in a 7 day period without reasonable justification (if at fault of the supplier).

Monitoring

The Service Provider shall provide the DVSA Finance team with the service reports as outlined in section 5 of the Specification of the Framework Agreement. DVSA Finance will escalate any issues experienced to the Service Provider's Account Manager.

Management Information

Management Information to be provided in accordance with clause 7 of the Call-Off Terms on the 5th working day of every month.

The Service Provider shall provide the following Management Information:

- The date and time of each Collection.
- The name or identification number of the employee who made the Collection.
- The amount of Money/valuables collected and the details of where the deposit was made, including relevant paying in slip numbers.
- Details of any significant variations to the normal amount of Money/valuables collected. Normal amount in this instance means the average weekly amount collected. Significant in this instance should be taken as increases or decreases of 50% or more of the normal weekly amount of Money/valuables collected from that Collection Point.
- Observations as to any possible amendments that could be made by the Customer, in order to improve the security of their Collection.
- Details where attendance was made to a site where no Money/valuables was available for Collection.
- Observations regarding faults or defects to the Customer's equipment being used.
- All discrepancies discovered during processing.
- The number of missed Collections, (for both legitimate and non-legitimate reasons) that have occurred between each report.

5. CUSTOMER RESPONSIBILITIES

Customer's Responsibilities (where appropriate)

The Customer will notify the Service Provider in the following circumstances:

- If a site does not need a collection(s) on a one-off occasion
- If the frequency of the collection from a site needs to change
- If there no longer needs to be a collection from a site
- If there is a new site that requires collection

The Customer reserves the right to amend the frequency and location of collections when the Supplier is informed within 10 days of the next collection date.

Customer's equipment (where appropriate)

N/A

6. CHARGES AND PAYMENT

Contract Charges payable by the Customer (including any applicable discount but excluding VAT), payment profile and method of payment (e.g. BACS))

The maximum contract value is £40,000.00.

The Contract Charges are outlined in the Contract Document titled 342F **Security Plus + Ltd** Pricing Schedule.

The Customer will provide the Service Provider with a Purchase Order Number. The Service Provider must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@Ubusinessservices.co.uk

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Manager and the Service Provider should include any information required to ensure efficient and effective receipting / invoice matching.

7. CONFIDENTIAL INFORMATION

The following information shall be deemed Commercially Sensitive Information:

N/A

8. AGREED AMENDMENTS TO THE CALL-OFF TERMS

The following amendments shall be deemed to be made to the Call-Off Terms:

N/A – Contract awarded via Direct Award

9. PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. INTRODUCTION

- 1.1 The Service Provider shall comply with any further written instructions with respect to processing by the Customer.
- 1.2 Any such further instructions shall be incorporated into this section 9 of the Master Contract Schedule.

Description	Details
Subject matter of the processing	DVSA employee signature when cash/cheques are collected
Duration of the processing	01/10/2024 – 30/09/2026
Nature and purposes of the processing	Collection of cash/cheques
Type of Personal Data	DVSA employee signatures
Categories of Data Subject	Customers and members of the general public
Plan for return and destruction of the data once the processing is complete unless requirement under union or member state law to preserve that type of data.	The signed receipts are kept at supplier depots for 3 months before they are destroyed

10. Personal Data under the Joint Control of the Parties

The following section 10 applies to Personal Data under the Joint Control of the Parties as described in clause 16.8.15 of this Contract.

1. The [Parties] [Customer] [Service Provider] shall be responsible for the provision of information to Data Subjects as detailed in GDPR Article 13 (Information to be provided where personal data are collected from the data subject).
2. The [Parties] [Customer] [Service Provider] shall be responsible for the provision of information to Data Subjects as detailed in GDPR Article 14 (Information to be provided where personal data have not been obtained from the data subject).

3. The [Parties] [Customer] [Service Provider] shall be responsible for responding to any request for information from a Data Subject under GDPR Article 15 (Right of access by the data subject).
4. The [Parties] [Customer] [Service Provider] shall be responsible for responding to and rectifying any request for rectification from a Data Subject under GDPR Article 16 (Right to rectification).
5. The [Parties] [Customer] [Service Provider] shall be responsible for responding to and erasing any request for the right to erasure from a Data Subject under GDPR Article 17 (Right to erasure (right to be forgotten)).
6. The [Parties] [Customer] [Service Provider] shall be responsible for responding to and restricting any request for restriction of processing from a Data Subject under GDPR Article 18 (Right to restriction of processing).
7. The [Parties] [Customer] [Service Provider] shall be responsible for notifying any rectification or erasure of personal data or restriction of processing carried out in accordance with GDPR Articles 16, 17 and 18 to each recipient to whom the personal data have been disclosed in accordance with GPR Article 19 (Notification obligation regarding rectification or erasure of personal data or restriction of processing).
8. The [Parties] [Customer] [Service Provider] shall be responsible for responding to and porting any request for data portability from a Data Subject under GDPR Article 20 (Right to data portability).
9. The [Parties] [Customer] [Service Provider] shall be responsible for responding to and complying with any objection from a Data Subject under GDPR Article 21 (Right to object).
10. The [Parties] [Customer] [Service Provider] shall be responsible for ensuring a Data Subject is not subject to a decision based solely on automated processing, including profiling which causes legal effects or significant effects on the Data Subject and shall comply with GDPR Article 22 (Automated individual decision-making, including profiling).
11. The [Parties] [Customer] [Service Provider] shall be responsible for notifying the supervisory authority (Information Commissioners Office) and the Data Subject of any personal data breach in accordance with GDPR Article 33 (Notification of a personal data breach to the supervisory authority) and Article 34 (Communication of a personal data breach to the data subject).
12. Each Party shall maintain a record of its processing activities under its responsibility in accordance with GDPR Article 30 (Records of processing activities).
14. The Parties agree that the [Customer] [Service Provider] shall be the point of contact for Data Subjects.

Annex A – Full location details

Site	Address
Northern Traffic Area Leeds	From 23/09/2024 - DVSA, Office of the Traffic Commissioner (Licensing), Quarry House, Quarry Hill, Leeds, LS2 7UE
Swansea Ellipse	DVSA, Ellipse, Padley Road, Swansea, SA1 8AN
Ashford HRTI	DVSA, Clover Road, Waterbrook , Sevington, Ashford, Kent, TN24 0TX
Gillingham	DVSA, Ambley Road, Gillingham, Kent, ME8 0SJ
Scottish Traffic Area Edinburgh	DVSA, Office of the Traffic Commissioner for Scotland, Level 6, The Stamp Office, 10 Waterloo Place, Edinburgh, EH1 3EG
Berkeley House	DVSA, Berkeley House, Croydon St, Bristol, BS5 0DA
Dartford	Dartford Crossing, South Orbital Road, London, DA1 5PR
Guildford	To be provided if collections are required.
Sheffield	To be provided if collections are required.

Annex B – Pricing

LOT 1 - CASH/VAULUABLES COLLECTION & CViT SERVICES FROM PREMISES OR BUILDINGS

	Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited	
Collection with next day depositing at an approved Cash/Cheque/Valuables Receiving Facility	Up to £4,500		£4,501 - £7,500		£7,501 - £10,000		£10,001 - £15,000		£15,001 - £20,000		Each additional trip up to a value of £20,000	
Service options:	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins
Standard Collection	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXX XX redacted under FOIA section no 43
Emergency Collection	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXX X redacted under FOIA	XXXXXX redacted under FOIA section no 43	XXXX XX redacted under FOIA

	section no 43	section no 43	section no 43	section no 43	section no 43	section no 43	section no 43	section no 43	section no 43	section no 43		section no 43
Collection of cheques at a different time from cash	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43
Collection of valuables	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43

	Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited		Security Plus Limited	
Collection with same day onward delivery to a Collection Point	Up to £4,500		£4,501 - £7,500		£7,501 - £10,000		£10,001 - £15,000		£15,001 - £20,000		Each additional trip up to a value of £20,000	
Service options:	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins	Notes	Coins
Standard Collection	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXX X redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXX XX redacted under FOIA section no 43
Emergency Collection	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXX X redacted under	XXXXXX redacted under FOIA	XXXX XX redacted under

	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	FOIA sectio n no 43	section no 43	FOIA sectio n no 43
Collection of cheques at a different time from cash	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43
Collection of valuables	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43

	Security Plus Limited
Processing charges	COST
Processing charge per £100 of notes - full, sealed packets, sorted by denomination & to bank presentation standard, stamped with cashier identifier & dated	XXXXXX redacted under FOIA section no 43
Processing charge per £100 of coins - full, sealed packets, sorted by denomination & to bank presentation standard, stamped with cashier identifier & dated	XXXXXX redacted under FOIA section no 43

	Security Plus Limited	Security Plus Limited	Security Plus Limited
Change float services	Up to £500	£500 - £1,500	£1,500 - £3,000
Service options:			
Charge for the making up of the change float	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43
Charge for the delivery of a change float, if delivered at the same time as a standard scheduled collection or emergency collection	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43
Charge for the delivery of a change float, if delivered at the same time as a collection requested on an ad-hoc basis	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43
Charge for the collection of a ready made float from the customer's nominated high street bank and its onward delivery to a collection point during a standard scheduled	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43	XXXXXX redacted under FOIA section no 43

collection or emergency collection			
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324F_24 ADDITIONAL SERVICES

Security Plus Limited			
Product / Service	Details of how the service provider can be deliver the service	Pricing (£)	Comments
Same day deposit cash/valuables collection and cash/valuables in transit (CViT) services from premises or buildings at an approved cash/cheque/valuables receiving facility	Cut off times are midday at most cash centres, thus precluding any sameday cash deposits. We can deliver the same evening but credit will not be given until the next morning	XXXXXX redacted under FOIA section no 43	
Same day deposit cash collection and cash in transit services from on-street and off-street car parks (including pay and display machines) at an approved cash receiving facility	Security Plus + Limited do not offer sameday banking for car parks being deposited into a cash centre	XXXXXX redacted under FOIA section no 43	
Same day deposit at a high street bank from premises	Security Plus + Limited do not offer High Street banking	XXXXXX redacted under FOIA section no 43	
Next day deposit at a high street bank from premises	Security Plus + Limited do not offer High Street banking	XXXXXX redacted under	

		FOIA section no 43	
Same day deposit at a high street bank from car parks	Security Plus + Limited do not offer High Street banking	XXXXXX redacted under FOIA section no 43	
Next day deposit at a high street bank from car parks	Security Plus + Limited do not offer High Street banking	XXXXXX redacted under FOIA section no 43	
Supply and delivery of inner coin bags	Per box of 500	XXXXXX redacted under FOIA section no 43	
Change float service for ATM's cassettes self-replenished by customer up to £10,000	As per collection rates	XXXXXX redacted under FOIA section no 43	
Change float service for ATM's cassettes self-replenished by customer £10,000-£30,000	As per collection rates	XXXXXX redacted under FOIA section no 43	
Change float service for ATM's cassettes self-replenished by customer £30,000-£50,000	As per collection rates	XXXXXX redacted under FOIA section no 43	
Change float service for ATM's cassettes self-replenished by customer £50,000+	As per collection rates	XXXXXX redacted under FOIA section no 43	
Purchase, delivery & installation of standard safe	Yes, the rate would be dependent upon the requirement	XXXXXX redacted under	

			FOIA section no 43	
End to end cash management services	Yes, the rate would be dependent upon the requirement		XXXXXX redacted under FOIA section no 43	
Collection from and replenishment of cash from ticket vending machines	Yes, the rate would be dependent upon the requirement		XXXXXX redacted under FOIA section no 43	
Collection of cash from buses and trams	Yes, the rate would be dependent upon the requirement		XXXXXX redacted under FOIA section no 43	
Secure transportation of sensitive data and other valuables	Yes, the rate would be dependent upon the requirement		XXXXXX redacted under FOIA section no 43	
Ad-hoc cash collections and float deliveries for event and exhibitions	Yes, the rate would be dependent upon the requirement		XXXXXX redacted under FOIA section no 43	
Collection and processing of cash from charity boxes	Yes, the rate would depend upon the type of collection, counting process and receptacle used		XXXXXX redacted under FOIA section no 43	
Excess bag charge		X X X X X r		

		e d a c t e d u n d e r F O I A s e c t i o n n o 4 3		
Overweight bags handling fee		X X X X X r		

		e d a c t e d u n d e r F O I A s e c t i o n n o 4 3		
Proof of delivery requests		X X X X X r		

		e d a c t e d u n d e r F O I A s e c t i o n n o 4 3		
Bank Holiday Collections		X X X X X r		

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