



# **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.

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| 1. | <b>Buyer</b>  | The Driver and Vehicle Licensing Agency (DVLA)<br><br>Its offices are on: Longview Road, Morriston, Swansea, SA6 7JL   |
| 2. | <b>Supplier</b>   | Name: [Insert name (registered name if registered)]<br>Address: [Insert address registered address if registered]<br>Registration number: [Insert registration number if registered]<br>SID4GOV ID: [Insert SID4GOV ID if you have one]                              |
| 3. | <b>Contract</b>   | This Contract between the Buyer and the Supplier is for the supply of Deliverables.  |
| 4. | <b>Contract reference</b>   | <b>PS/22/55 Provision of MSc Software Engineering Degree Course</b>  |
| 5. | <b>Deliverables</b>   | DVLA have a requirement for up to 12 students to receive MSc Software Engineering training which will lead to a Master's degree. The supplier is asked to fulfil a MSc course over a period of 24 months.<br><br>See Schedule 2 (Specification) for further details. |
| 6. | <b>Start Date</b>   | 1 <sup>st</sup> September 2022   |
| 7. | <b>End Date</b>   | 31 <sup>st</sup> August 2024   |
| 8. | <b>Extension Period</b>   | No Option to extend  |
| 9. | <b>Incorporated Terms</b><br><br>(together these documents form the 'the Contract') | The following documents are incorporated into the Contract. Where schedules are marked as N/A, we are not using these Schedules. If the documents conflict, the following order of precedence applies:<br><br>1. This Award Form                                     |





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|  |  | <ol style="list-style-type: none"> <li>2. As per Buyer's Information to Tender (ITT) pack "Invitation to Tender Letter"</li> <li>3. As per Buyer's ITT pack "Instructions for Tenderers"</li> <li>4. As per Buyer's ITT pack "Form of Tender &amp; Non-Collusive Tendering"</li> <li>5. As per Buyer's ITT pack "Information to be provided by Tenderers"</li> <li>6. As per Buyer's ITT pack "Appendix A - Armed Forces Covenant"</li> <li>7. As per Buyer's ITT pack "Appendix B - DfT Counter Fraud Bribery, Corruption and Ethical Procurement Statement"</li> <li>8. As per Buyer's ITT pack "Procurement Timetable"</li> <li>9. Any Special Terms (see <b>Section 10 Special Terms</b> in this Award Form) N/A</li> <li>10. Core Terms (version 1.0)</li> <li>11. Schedule 1 (Definitions)</li> <li>12. Schedule 20 (Processing Data)</li> <li>13. The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>• Schedule 2 (Specification)</li> <li>• Schedule 3 (Charges) Including the suppliers populated response Annex1</li> <li>• Schedule 5 (Commercially Sensitive Information) N/A</li> <li>• Schedule 6 (Transparency Reports) N/A</li> <li>• Schedule 7 (Staff Transfer) N/A</li> <li>• Schedule 8 (Implementation Plan &amp; Testing) N/A</li> <li>• Schedule 9 (Installation Works) N/A</li> <li>• Schedule 10 (Service Levels) N/A</li> <li>• Schedule 11 (Continuous Improvement) N/A</li> <li>• Schedule 12 (Benchmarking) N/A</li> <li>• Schedule 13 (Contract Management) N/A</li> <li>• Schedule 14 (Business Continuity and Disaster Recovery) N/A</li> <li>• Schedule 15 (Minimum Standards of Reliability) N/A</li> </ul> </li> </ol> |
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|     |                      | <ul style="list-style-type: none"> <li>• Schedule 16 (Security) N/A</li> <li>• Schedule 17 (Clustering) N/A</li> <li>• Schedule 18 (Supply Chain Visibility) N/A</li> <li>• Schedule 19 (Cyber Essentials Scheme) N/A</li> <li>• Schedule 20 (Processing Data)</li> <li>• Schedule 21 (Variation Form)</li> <li>• Schedule 22 (Insurance Requirements)</li> <li>• Schedule 23 (Guarantee) N/A</li> <li>• Schedule 24 (Financial Difficulties) N/A</li> <li>• Schedule 25 (Rectification Plan)</li> <li>• Schedule 27 (Key Subcontractors) N/A</li> <li>• Schedule 28 (ICT Services)</li> <li>• Schedule 29 (Key Supplier Staff) N/A</li> <li>• Schedule 30 (Exit Management) N/A</li> <li>• Schedule 31 (MoD Terms) N/A</li> <li>• Schedule 32 (Background Checks) N/A</li> <li>• Schedule 33 (Scottish Law) N/A</li> <li>• Schedule 34 (Northern Ireland Law) N/A</li> <li>• Schedule 35 (Lease Terms) N/A</li> </ul> <p>14. Schedule 26 (Corporate Social Responsibility)</p> <p>15. Schedule 4 (Tender) as long as any part of the Tender that offers a better commercial position for the Buyer takes precedence over the documents above</p> |
| 10. | <b>Special Terms</b> | N/A   |



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| 11. | <b>Buyer's Environmental Policy</b>           | <br>dvla011-corporate-environmental-policy.p   |
| 12. | <b>Buyer's Security Policy</b>                | <br>Information Security Policy v3.pdf   |
| 13. | <b>Social Value Commitment</b>                | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments in Schedule 4 (Tender)  |
| 14. | <b>Commercially Sensitive Information</b>     | N/A   |
| 15. | <b>Charges</b>                                | As details per Schedule 3 and the suppliers populated response to Annex 1 pricing schedule.   |
| 16. | <b>Reimbursable expenses</b>                  | N/A   |
| 17. | <b>Payment method</b>                         | Payment by BACS following receipt of a valid invoice against the Buyer's purchase order.<br><br>Details in Appendix C of ITT  |
| 18. | <b>Service Levels</b>                         | N/A   |
| 19. | <b>Insurance</b>                              | Details in Annex of Schedule 22 (Insurance Requirements).   |
| 20. | <b>Liability</b>                              | [In accordance with Clause 11.1 of the Core Terms each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than [the greater of [150] % of the Estimated Yearly Charges] |
| 21. | <b>Cyber Essentials Certification</b>         | Not required  |
| 22. | <b>Progress Meetings and Progress Reports</b> | <ul style="list-style-type: none"> <li>• The Supplier shall attend Progress Meetings with the Buyer every three months</li> <li>• The Supplier shall provide the Buyer with Progress Reports every month</li> </ul>                                 |



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| 23. | <b>Guarantee</b>                          | N/A  |
| 24. | <b>Supplier Contract Manager</b>          | <b>[Insert]</b> name]<br><b>[Insert]</b> job title]<br><b>[Insert]</b> email address]<br><b>[Insert]</b> phone number] |
| 25. | <b>Supplier Authorised Representative</b> | <b>[Insert]</b> name]<br><b>[Insert]</b> job title]<br><b>[Insert]</b> email address]<br><b>[Insert]</b> phone number] |
| 26. | <b>Supplier Compliance Officer</b>        | <b>[Insert]</b> name]<br><b>[Insert]</b> job title]<br><b>[Insert]</b> email address]<br><b>[Insert]</b> phone number] |
| 27. | <b>Supplier Data Protection Officer</b>   | <b>[Insert]</b> name]<br><b>[Insert]</b> job title]<br><b>[Insert]</b> email address]<br><b>[Insert]</b> phone number] |
| 28. | <b>Supplier Marketing Contact</b>         | <b>[Insert]</b> name]<br><b>[Insert]</b> job title]<br><b>[Insert]</b> email address]<br><b>[Insert]</b> phone number] |
| 29. | <b>Key Subcontractors</b>                 | N/A  |



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| 30. | <b>Buyer<br/>Authorised<br/>Representative</b> | XXXXXX “Redacted under FOI section[ 40 personal information] “ |
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| For and on behalf of the Supplier: |  | For and on behalf of the Buyer: |  |
|------------------------------------|--|---------------------------------|--|
| Signature:                         | XXXXXX “Redacted under FOI section[ 40 personal information] “ | Signature:                      | XXXXX “Redacted under FOI section [ 40 personal information] “ |
| Name:                              | XXXXXX “Redacted under FOI section[ 40 personal information] “ | Name:                           | XXXXXX “Redacted under FOI section[ 40 personal information] “ |
| Role:                              |  | Role:                           |  |
| Date:                              |  | Date:                           |  |