

# Appendix 1 Part A - 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.	<b>Buyer</b>	<b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>  Its offices are on: <b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>
2.	<b>Supplier</b>	Name: <b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>  Address: <b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>  Registration number: <b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>  SID4GOV ID: <b>Xxxxxx Redacted under FOIA Section 43 – Commercial Interests</b>
3.	<b>Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables set out with Schedule 2 (Specification).  This opportunity is advertised in the Contract Notice in Find A Tender, reference 2024-041601 (FTS Contract Notice).
4.	<b>Contract reference</b>	PS/24/71
5.	<b>Buyer Cause</b>	Any material breach of 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.
6.	<b>Collaborative working principles</b>	The Collaborative Working Principles apply to this Contract. Within Mid-Tier Appendix 1 (Part B) – Core Terms, see Clause 3.1.3 for further details.
7.	<b>Financial Transparency Objectives</b>	The Financial Transparency Objectives apply to this Contract. Within Mid-Tier Appendix 1 (Part B) – Core Terms, see Clause 6.3 for further details.
8.	<b>Start Date</b>	<del>29 January 2025</del> <b>1 February 2025</b>
9.	<b>Expiry Date</b>	<del>28 January 2029</del> <b>31 January 2029</b>

10.	<b>Extension Period</b>	Further period up to 1 + 1 years i.e., <del>28</del> 31 January 2030 or 28 31 January 2031.
11.	<b>Ending the Contract without a reason</b>	Not applicable.
12.	<b>Incorporated Terms</b> (together these documents form the " <b>the Contract</b> ")	<p>The following documents are incorporated into the Contract. DVLA 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"> <li>a) This Award Form</li> <li>b) Any Special Terms (see <b>Section 13 (Special Terms)</b> in this Award Form) – N/A</li> <li>c) Schedule 31 (Buyer Specific Terms) – N/A</li> <li>d) Core Terms</li> <li>e) Schedule 36 (Intellectual Property Rights) – N/A</li> <li>f) Schedule 1 (Definitions)</li> <li>g) Schedule 6 (Transparency Reports)</li> <li>h) Schedule 20 (Processing Data)</li> <li>i) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>a. Schedule 2 (Specification)</li> <li>b. Schedule 3 (Charges) – N/A</li> <li>c. Schedule 5 (Commercially Sensitive Information)</li> <li>d. Schedule 7 (Staff Transfer) – N/A</li> <li>e. Schedule 8 (Implementation Plan &amp; Testing) – N/A</li> <li>f. Schedule 9 (Installation Works) – N/A</li> <li>g. Schedule 10 (Service Levels) – N/A</li> <li>h. Schedule 11 (Continuous Improvement)</li> <li>i. Schedule 12 (Benchmarking) – N/A</li> <li>j. Schedule 13 (Contract Management) – N/A</li> <li>k. Schedule 14 (Business Continuity and Disaster Recovery) – N/A</li> <li>l. Schedule 15 (Minimum Standards of Reliability) – N/A</li> <li>m. Schedule 16 (Security) – N/A</li> <li>n. Schedule 17 (Service Recipients) – N/A</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o. Schedule 18 (Supply Chain Visibility)</li> <li>p. Schedule 19 (Cyber Essentials Scheme) – N/A</li> <li>q. Schedule 21 (Variation Form)</li> <li>r. Schedule 22 (Insurance Requirements)</li> <li>s. Schedule 23 (Guarantee) – N/A</li> <li>t. Schedule 24 (Financial Difficulties) – N/A, replaced by ANNEX 6 – Financial Difficulties</li> <li>u. Schedule 25 (Rectification Plan) – N/A</li> <li>v. Schedule 26 (Sustainability)</li> <li>w. Schedule 27 (Key Subcontractors)</li> <li>x. Schedule 28 (ICT Services) – N/A</li> <li>y. Schedule 28A (Agile Development Additional Terms) – N/A</li> <li>z. Schedule 29 (Key Supplier Staff)</li> <li>aa. Schedule 30 (Exit Management)</li> <li>bb. Schedule 32 (Background Checks) – N/A</li> <li>cc. Schedule 33 (Scottish Law) – N/A</li> <li>dd. Schedule 34 (Northern Ireland Law) – N/A</li> <li>ee. Schedule 35 (Lease Terms) – N/A</li> <li>ff. Schedule 37 (Corporate Resolution Planning Information) – N/A</li> <li>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.</li> </ul>
13.	<b>Special Terms</b>	Not applicable.
14.	<b>Buyer's Environmental Policy</b>	Within Specification – Schedule 2 under Annex 9 – DVLA's Environmental Policy.
15.	<b>Social Value Commitment</b>	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 returns to the contract manager.
16.	<b>Buyer's Security Requirements</b>	Not applicable. DVLA Security and Site access requirements set out within clause 10.1 of the Specification – Schedule 2.

	<b>and Security and ICT Policy</b>	
17.	<b>Charges</b>	Not applicable.
18.	<b>Reimbursable expenses</b>	Not applicable.
19.	<b>Payment method</b>	Reimbursement of Charges set out within clause 6.8 of the Specification – Schedule 2.
20.	<b>Service Levels</b>	Not applicable.
21.	<b>Liability</b>	Liability set Within Mid-Tier Appendix 1 (Part B) – Core Terms, see Clause 6.3 for further details.
22.	<b>Cyber Essentials Certification</b>	Not applicable.
23.	<b>Progress Meetings and Progress Reports</b>	<ul style="list-style-type: none"> <li>• The Supplier shall attend quarterly Progress Meetings with the Buyer.</li> <li>• The Supplier shall provide the Buyer with monthly Progress Reports or as and when required by the DVLA contract manager.</li> </ul>
24.	<b>Guarantee</b>	Not applicable.
25.	<b>Virtual Library</b>	<p>In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)</p> <ul style="list-style-type: none"> <li>• the period in which the Supplier must create and maintain the Virtual Library, is 30 days from the Effective Date (or such other period as is specified in the Award Form); and</li> <li>• the Supplier shall update the Virtual Library every 6 months.</li> </ul>
26.	<b>Supplier Contract Manager</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information
27.	<b>Supplier Authorised Representative</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information
28.	<b>Supplier Compliance Officer</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information

29.	<b>Supplier Data Protection Officer</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information
30.	<b>Supplier Marketing Contact</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information
31.	<b>Key Subcontractors</b>	<b>Key Subcontractor 1</b> Name (Registered name if registered): <i>N/A</i> Registration number (if registered): <i>N/A</i> Role of Subcontractor: <i>N/A</i>
32.	<b>Buyer Authorised Representatives</b>	Xxxxxx Redacted under FOIA Section 40 – Personal Information

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Signature:	Xxxxxx Redacted under FOIA Section 40 – Personal Information
Name:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Name:	Xxxxxx Redacted under FOIA Section 40 – Personal Information
Role:	Director	Role:	Category Manager
Date:		Date:	14 November 2024