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

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|  | **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] | |  |  | |
|  | **FrFramework 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** | **Lot 1** is for the provision of Multifunctional Devices (MFD’s) and Basic Print Management Software and Associated Services which include the following services:   * Online Web-based Solution (including catalogue of devices, accessories and consumables) * Provision of Web-based Solution * Provision of Hardware Devices, Consumables and Basic Print Management Software * Deployment Services * Operational Services * Financing options * Associated services i.e. software applications and dedicated account manager   **Lot 2** is for the provision of Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services which include the following services:   * Hardware Devices and Consumable Products * Software Products * Document Workflow Solutions * Central Print Room and Reprographics * Cloud Based Hosting Service * Financing options * Deployment Services * Operational Services * Associated Services   **Lot 3** is for the provision of Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow under Managed Service Provision which include the following services:  The provision of a Managed Service for one, some or all of the services stated under Lot 3.  • Hardware Devices and Consumable Products  • Software Products  • Document Workflow Solutions  • Central print Room and Reprographics  • Cloud Based Hosting service  • Finance options  • Operational Services  • Associated Services  **Lot 4** is for the provision of Print Consultancy services which includes the following services:   * Managed Print and Content Management Audit and Consultancy services * Independent vendor for Print Consultancy services * Print Management Consultancy services providing assessment, evaluation, advice and recommendation in the context of sound strategic direction for Buyers * Advice of Device management and Software options e.g. Digital Workflow and Central Print Room and Reprographics etc. * Assessment and evaluation of Print Management usage and running costs to determine potential savings and efficiencies for Buyer. * Support Buyers in preparation of competition documentation i.e. specification, valuation criteria, weightings etc. |
|  | **Framework**  **Start Date** | [**Insert** Day Month Year] |
|  | **Framework Expiry Date** | [**Insert** Day Month Year] |
|  | **Framework**  **Optional**  **Extension**  **Period** | N/A |
|  | **Order**  **Procedure** | Lot 1 – direct award (sole supplier)  Lot 2 - further competition and/or direct award  Lot 3 – further competition only  Lot 4 – further competition and/or direct award  See Framework Schedule 7 (Call-off Award Procedures) |
|  | **Framework**  **Incorporated Terms**  (together these documents form the ‘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) RM6174 4. Joint Schedule 11 (Processing Data) RM6174 5. The following Schedules for RM6174 (in equal order of precedence):    * Framework Schedule 1 (Specification)    * Framework Schedule 2 (Framework Tender)    * Framework Schedule 3 (Framework Prices)    * Framework Schedule 4 (Framework Management)    * Framework Schedule 5 (Management Charges and Information)    * Framework Schedule 6a (Order Form Template for Purchasing Only)    * Framework Schedule 6b (Order Form Template for Operating Lease Only)    * Framework Schedule 6c (Order Form Template for Finance Lease Only)    * Framework Schedule 7 - (Call-Off Award Procedures)    * Framework Schedule 8 (Self Audit Certificate)    * Framework Schedule 9 (Cyber Essentials Scheme)    * Framework Schedule 10 ISO 27001or equivalent      + Call-Off Schedule 1 (Transparency Reports)      + Call-Off Schedule 2 (Staff Transfer)      + Call-Off Schedule 4 (Call-Off Tender)      + Call-Off Schedule 5 *(*Pricing Details)      + Call-Off Schedule 6 (ICT Services)      + 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 13 (Implementation Plan and Testing)      + Call-Off Schedule 14 (Service Levels)      + Call-Off Schedule 15 (Call-Off Contract Management)      + 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 23 (HMRC Terms)      + Call-Off Schedule 24 (Operating Lease Terms)      + Call-Off Schedule 25 (Finance Lease Terms)      + Call-Off Schedule 26 (Supplier-Furnished Terms )  * Joint Schedule 1 (Definitions) * Joint Schedule 2 (Variation Form) * Joint Schedule 3 (Insurance Requirements) * Joint Schedule 4 (Commercially Sensitive Information) * Joint Schedule 5 (Corporate Social Responsibility) * 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 11 (Processing Data) * Joint Schedule 12 (Supply Chain Visibility) * Joint Schedule 13 (Continuous Improvement) * Joint Schedule 14 (Benchmarking) * Joint Schedule 15 (Key Supplier Staff)  1. CCS Core Terms (version 3.0.11) 2. Framework Schedule 2 (Framework Tender) RM6174 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** | 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 Basic Certificate.  Details in Framework Schedule 9 (Cyber Essentials Scheme)  The Supplier shall provide prior to the award of the Framework Contract a valid Cyber Essentials Basic Certificate to CCS.  The Supplier shall provide the Certificate to CCS by the Framework Start Date or within thirty (30) days of the Framework Start Date. Until the Supplier provides the Certificate it shall be prohibited from participating in any Call-Off Procedure pursuant to Framework Schedule 7 (Call-Off Procedure and Award Criteria).  Where the Supplier has not provided the Certificate by the Framework Start Date the Supplier shall provide evidence to the satisfaction of CCS of the measures they have taken to obtain the Certificate within thirty (30) days of such date. |
|  | **ISO 27001 Certification** | ISO27001 Certificate (or equivalent).  Details in Framework Schedule 10 (ISO27001 or equivalent).  The Supplier shall provide the Certificate to CCS by the Framework Start Date or within thirty (30) days of the Framework Start Date.  Until the Supplier provides the Certificate it shall be prohibited from participating in any Call-Off Procedure pursuant to Framework Schedule 7 (Call-Off Procedure and Award Criteria). |
|  | **Management Charge** | The Supplier will pay, the % stated below, excluding VAT Management Charge of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts.  Lot 1 – 0.25%  Lot 2 – 0.7%  Lot 3 – 0.7%  Lot 4 – 0.5% |
|  | **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** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |

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