

Award Form

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

1.	Buyer	Driver and Vehicle Standards Agency (DVSA) on behalf of the Secretary of State for Transport Berkeley House Croydon Street Bristol BS5 0DA	
2.	Supplier	Name: Competence Assurance Solutions Ltd Address: The Robbins Building, Albert Street, Rugby, Warwickshire, CV21 2SD Registration number: 03391431 SID4GOV ID: N/A	
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in this Contract Notice in Find A Tender, reference 2024/S 000-011028 (FTS Contract Notice).	
4.	Contract reference	K280022276	
5.	Deliverables	Training and Testing Audit services See Schedule 2 (Specification) for further details.	
6.	Buyer Cause	Any 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.	

7.	Collaborative working principles	The Collaborative Working Principles do not apply to this Contract.
8.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract.
9.	Start Date	16 December 2024 Mobilisation starts 16 December 2024 with a completion date of 28 February 2025
10.	Expiry Date	15 December 2026
11.	Extension Period	An option to extend for one (1) year plus an additional one (1) year
12.	Ending this Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.
13.	Incorporated Terms (together these documents form the " this Contract ")	<p>(a) The following documents are incorporated into the Contract. Where numbers are missing, we are not using these Schedules. If the documents conflict, the following order of precedence applies:</p> <p>(b) This Award Form</p> <p>(c) Any Special Terms (see Section 14 (Special Terms) in this Award Form)</p> <p>(d) Core Terms</p> <p>(e) Schedule 1 (Definitions)</p> <p>(f) Schedule 6 (Transparency Reports)</p> <p>(g) Schedule 20 (Processing Data)</p> <p>(h) The following Schedules (in equal order of precedence):</p> <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 5 (Commercially Sensitive Information) d. Schedule 14 (Business Continuity and Disaster Recovery) e. Schedule 21 (Variation Form)

		<p>f. Schedule 22 (Insurance Requirements)</p> <p>g. Schedule 25 (Rectification Plan)</p> <p>h. Schedule 26 (Sustainability)</p> <p>i. Schedule 36 (Intellectual Property Rights)</p> <p>(a) 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.</p> <p>Your bid and DVSA's ITT documentation form this contract.</p>
14.	Special Terms	Not applicable
15.	Buyer's Environmental Policy	Appended at Appendix 9
16.	Social Value Commitment	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 provide the Social Value Reports as set out in Schedule 26 (Corporate Social Responsibility)
17.	Buyer's Security Requirements and Security and ICT Policy	Not applicable
18.	Charges	Details in Schedule 3 (Charges)
19.	Estimated Year 1 Charges	<p>Details in Schedule 3 (Charges)</p> <p>There is no guarantee of volumes for the duration of this contract.</p>
20.	Reimbursable expenses	None

21.	Payment method	<p>Suppliers must be in possession of a Purchase Order (PO), before commencing any work under this contract. The PO Number for this contract will be issued following contract award. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:</p> <p>ssc.accountspayable@ubusinessservices.co.uk</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:</p> <p>ssc.accountspayable@ubusinessservices.co.uk</p>
22.	Service Levels	Not applicable
23.	Liability	<p>In accordance with Clause 15.1 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 £5 million.</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £10 million.</p>
24.	Cyber Essentials Certification	Details in Schedule 2 (Specification)
25.	Progress Meetings and Progress Reports	<p>During the Implementation Period, the Supplier shall attend Progress Meetings with the Buyer as agreed in the Implementation Plan.</p> <p>Following Service Commencement, the Supplier shall attend Progress Meetings with the Buyer every month.</p> <p>During the Implementation Period, the Supplier shall provide the Buyer with Progress Reports as agreed in the Implementation Plan.</p>

		<ul style="list-style-type: none"> Following Service Commencement, the Supplier shall attend Progress Meetings with the Buyer every month.
26.	Guarantor	Not applicable
27.	Virtual Library	N/A
28.	Supplier's Contract Manager	Name: XXXXXX redacted under FOIA section No 40 Job Title: XXXXXX redacted under FOIA section No 40 Email: XXXXXX redacted under FOIA section No 40 Phone: XXXXXX redacted under FOIA section No 40
29.	Supplier Authorised Representative	Name: XXXXXX redacted under FOIA section No 40 Job Title: XXXXXX redacted under FOIA section No 40 Email: XXXXXX redacted under FOIA section No 40 Phone: XXXXXX redacted under FOIA section No 40
30.	Supplier Compliance Officer	Name: XXXXXX redacted under FOIA section No 40 Job Title: XXXXXX redacted under FOIA section No 40 Email: XXXXXX redacted under FOIA section No 40 Phone: XXXXXX redacted under FOIA section No 40
31.	Supplier Data Protection Officer	Name: XXXXXX redacted under FOIA section No 40 Job Title: XXXXXX redacted under FOIA section No 40 Email: XXXXXX redacted under FOIA section No 40 Phone: XXXXXX redacted under FOIA section No 40

32.	Supplier Marketing Contact	<p>Name: XXXXXX redacted under FOIA section No 40</p> <p>Job Title: XXXXXX redacted under FOIA section No 40</p> <p>Email: XXXXXX redacted under FOIA section No 40</p> <p>Phone: XXXXXX redacted under FOIA section No 40</p>
33.	Key Subcontractors	<p>Key Subcontractor 1</p> <p>N/A</p>

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34.	Buyer Authorised Representative	Name: XXXXXX redacted under FOIA section No 40 Job Title: XXXXXX redacted under FOIA section No 40 Email: XXXXXX redacted under FOIA section No 40 Phone: XXXXXX redacted under FOIA section No 40
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	XXXXXX redacted under FOIA section No 40	Signature:	XXXXXX redacted under FOIA section No 40
Name:	XXXXXX redacted under FOIA section No 40	Name:	XXXXXX redacted under FOIA section No 40
Role:	XXXXXX redacted under FOIA section No 40	Role:	XXXXXX redacted under FOIA section No 40
Date:	11/12/2024	Date:	16/12/2024