**Award Form**

**National Apprenticeship Awards – Entries & Quality Assurance 2024**

**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.

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|  | **Buyer** | Department for Education (the Buyer).  Sanctuary Buildings Great Smith Street, London SW1P 3BT |
|  | **Supplier** | |  |  | | --- | --- | | Name: | Awards Admin Ltd | | Address: | Unit 14, The Lord Arthur Rank Centre, Trostre Road, Llanelli, Carmarthenshire, SA14 9RA | | Registration number: | 11114676 | |  |  | |
|  | **Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables, also see Schedule 2 (Specification) for full details.  This opportunity is advertised in this Contract Notice in Find A Tender, reference **[**[National Apprenticeship Awards Entries and Quality Assurance ITT 2024 - Contracts Finder](https://www.contractsfinder.service.gov.uk/Notice/78d96e15-1e22-4dc4-9c3c-07f9fc968ade)] (FTS Contract Notice).  **Deliverables**   * The development and implementation of a process for:   + management and organisation of the online application database in relation to meeting Helpline requests and validity of entries.   + complicity with agency service level agreements, security, and risk processes/protocols   + receiving, processing, and storing entries   + ensuring the transfer of all entries comply with the Data Protection Act   + processing and sending emails to all entrants via the online database system at different stages of the Awards process   + allocating entries to their team of assessors, receiving, and processing the results   + sending entries electronically to the 18 regional judging panels (2 per region), receiving and processing the results   + sending each national judge a maximum of 30 entries, receiving and processing the results – three panels each consisting of 8-10 judges * Provide a high-quality helpline service for potential entrants within an agreed service level period * Keep a database of questions and enquiries to inform future developments of the Awards * Liaise with the Awards team as necessary to ensure the timely and accurate flow of information * Attend regular meetings/telekits as agreed with the DfE Awards Team * Produce regular management reports for the Awards Manager/Team as instructed * Develop entry and judging criteria for additional awards categories * Implementation of content changes on the awards application website   See Schedule 2 (Specification) for further details. |
|  | **Contract reference** | Con\_25444 |
|  | **Buyer Cause** | 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 this Contract and in respect of which the Buyer is liable to the Supplier. |
|  | **Collaborative working principles** | The Collaborative Working Principles apply to this Contract  See Clause 3.1.3 for further details. |
|  | **Financial Transparency Objectives** | The Financial Transparency Objectives apply to this Contract.  See Clause 6.3 for further details. |
|  | **Start Date** | 03 June 2024 |
|  | **Expiry Date** | 31 May 2028 |
|  | **Extension Period** | The contract will be let on a 4-year full term with annual break clauses. |
|  | **Ending this Contract without a reason** | The Buyer shall be able to terminate this Contract in accordance with Clause 14.3. Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be [1-month] |
|  | **Incorporated Terms**  (together these documents form the **"this Contract"**) | The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:  ***[Guidance: delete the highlighted Schedule 31 (Buyer Specific Terms) if it is not needed for this procurement. Remove the highlighting before publication if Schedule 31 (Buyer Specific Terms) is to be used. Check each Schedule to make sure all placeholders are populated correctly for this procurement.]***   1. This Award Form 2. Any Special Terms (see **Section 14 (Special Terms)** in this Award Form) 3. Schedule 31 (Buyer Specific Terms) 4. Core Terms 5. Schedule 36 (Intellectual Property Rights) ***[ICT-related IPR clauses are now included in this Schedule, along with more generic IPR clauses. If you are using Schedule 28 (ICT Services) you should use "Part B" of this Schedule]*** 6. Schedule 1 (Definitions) 7. Schedule 6 (Transparency Reports) 8. Schedule 20 (Processing Data) 9. The following Schedules (in equal order of precedence):   ***[Guidance: delete any highlighted Schedule that is not needed for this procurement. Add any additional Schedule that is needed. Please refer to the Mid-Tier Guidance published on Gov.uk for detailed information on each Schedule to assist with decision making. Remove any highlighting remaining before publication. Check each Schedule to make sure all placeholders are populated correctly for this procurement]***   * 1. Schedule 2 (Specification)   2. Schedule 3 (Charges)   3. Schedule 5 (Commercially Sensitive Information)   4. Schedule 7 (Staff Transfer)   5. Schedule 8 (Implementation Plan & Testing)   6. ~~Schedule 9 (Installation Works)~~ N/A   7. Schedule 10 (Service Levels)   8. Schedule 11 (Continuous Improvement)   9. Schedule 12 (Benchmarking)   10. Schedule 13 (Contract Management)   11. Schedule 14 (Business Continuity and Disaster Recovery)   12. ~~Schedule 15 (Minimum Standards of Reliability)~~ N/A   13. Schedule 16 (Security)   14. ~~Schedule 17 (Service Recipients)~~ N/A   15. Schedule 18 (Supply Chain Visibility)   16. ~~Schedule 19 (Cyber Essentials Scheme)~~ N/A   17. Schedule 21 (Variation Form)   18. Schedule 22 (Insurance Requirements)   19. ~~Schedule 23 (Guarantee)~~ N/A   20. Schedule 24 (Financial Difficulties)   21. Schedule 25 (Rectification Plan)   22. ~~Schedule 26 (Sustainability)~~ N/A   23. Schedule 27 (Key Subcontractors)   24. ~~Schedule 28 (ICT Services)~~ N/A   25. ~~Schedule 28A (Agile Development Additional Terms)~~ N/A   26. Schedule 29 (Key Supplier Staff)   27. Schedule 30 (Exit Management)   28. Schedule 32 (Background Checks)  1. Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above. |
|  | **Special Terms** | N/A |
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|  | **Buyer’s Environmental Policy** | **N/A** |
|  | **Social Value Commitment** | The Supplier agrees, in providing the Deliverables and performing its obligations under this Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and report on the Social Value KPIs as required by Schedule 10 (Service Levels)] |
|  | **Buyer’s Security Requirements and Security and ICT Policy** | **N/A** |
|  | **Charges** | The charges will be as per Schedule 3 and the tender response submitted by Supplier. Details in Schedule 3 (Charges)  **Contract value over the four years to be £500,000 ex. VAT**.  Details in Schedule 3 (Annual Charges)  REDACTED>  <REDACTED>  <REDACTED>  REDACTED>  <REDACTED>  <REDACTED> |
|  | **Estimated Year 1 Charges** | £124,947.50 Excl. VAT |
|  | **Reimbursable expenses** | **N/A** |
|  | **Payment method** | All invoices must be sent, quoting a valid purchase order number.  (PO Number), electronically via email to:  [AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk)  and copy the campaign Lead <REDACTED>  Department for Education, Sanctuary Buildings, Great Smith  Street, London SW1P 3BT  Within 10 Working Days of receipt of your countersigned  copy of this letter, we will send you a unique PO Number.  You must be in receipt of a valid PO Number before submitting an invoice.  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  Please ensure you quote the PO number in full including the prefixes on the invoice, failure to do so may result in invoice being rejected & subsequently delayed payment.  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.  If you have a query regarding an outstanding payment,  please contact our Accounts Payable section by email to [AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk) |
|  | **Service Levels** | This contract will use the Service Credit Regime. Underperformance on any 2 consecutive months on any of the KPIs contained within the contract will result in DfE with-holding 5-10% of the fees for the month. |
|  | **Liability** | [In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than [the greater of [£**5 million**] or [**150**] % of the Estimated Yearly Charges]  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:  <REDACTED>  <REDACTED  <REDACTED> |
|  | **Cyber Essentials Certification** | N/A |
|  | **Progress Meetings and Progress Reports** | * The Supplier shall attend Progress Meetings with the Buyer every Quarter. * Social Value will be measured Bi-Annually * The Supplier shall provide the Buyer with Progress Reports every Quarter. |
|  | **Guarantor** | N/A |
|  | **Virtual Library** | N/A |
|  | **Supplier’s**  **Contract**  **Manager** | <REDACTED>  <REDACTED>  <REDACTED> |
|  | **Supplier Authorised Representative** | <REDACTED>  <REDACTED>  <REDACTED>  <REDACTED> |
|  | **Supplier Compliance Officer** | <REDACTED>  <REDACTED>  <REDACTED>  <REDACTED> |
|  | **Supplier Data Protection Officer** | <REDACTED>  <REDACTED>  <REDACTED> |
|  | **Supplier Marketing Contact** | <REDACTED>  <REDACTED>  <REDACTED>  <REDACTED> |
|  | **Key Subcontractors** | N/A |
|  | **Buyer Authorised Representative** | <REDACTED>  <REDACTED>  <REDACTED>  <REDACTED> |

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| **For and on behalf of the Supplier: Awards Admin Ltd** | | **For and on behalf of the Buyer: The Department for Education** | |
| Signature: |  | Signature: |  |
| Name: | REDACTED> | Name: | REDACTED> |
| Role: | REDACTED> | Role: | REDACTED> |
| Date: |  | Date: |  |

**Contract Schedules**

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