



# 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>	Driver and Vehicle Licensing Agency [DVLA] (the Buyer). Its offices are on:  Longview Road Morrison Swansea SA6 7JL (the Buyer).
2.	<b>Supplier</b>	<div> <div>Name:</div> <div>IRM UK Strategic IT Training Ltd</div> </div> <div> <div>Address:</div> <div>2nd Floor, Monument House 215 Marsh Road Pinner HA5 5NE</div> </div> <div> <div>Registration number:</div> <div>03747302</div> </div> <div> <div>SID4GOV ID:</div> <div><b><i>[Insert SID4GOV ID if you have one]</i></b></div> </div>
3.	<b>Contract</b>	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>This opportunity is advertised in the Contract Notice in Find A Tender, reference [To be confirmed] (FTS Contract Notice).</p>

4.	<b>Contract reference</b>	PS/22/130 Provision of Mastering the Requirement Process
5.	<b>Deliverables</b>	<p>ITS require options for the training delivery method. Where sufficient numbers of delegates require training the preferred method is via an online closed course, but where delegate numbers do not support this we require the ability to book delegates onto open courses which are being delivered online.</p> <p>ITS Training Team will liaise with the supplier and Business area to review the requirement and will manage bookings for delegates individually. An Account Manager should be available as first point of contact (for booking courses and contract service reviews).</p> <p>See Schedule 2 (Specification) for further details.</p>
6.	<b>Buyer Cause</b>	<p>Any breach of:</p> <p>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.</p>
7.	<b>Collaborative working principles</b>	<p>The Collaborative Working Principles apply to this Contract.</p> <p>See Clause 3.1.3 for further details.</p>
8.	<b>Financial Transparency Objectives</b>	<p>The Financial Transparency Objectives do not apply to this Contract.</p> <p>See Clause 6.3 for further details.</p>
9.	<b>Start Date</b>	5 December 2022
10.	<b>Expiry Date</b>	4 December 2023
11.	<b>Extension Period</b>	Option to extend for a further two (2), one (1) year periods (1 + 1)
12.	<b>Ending the Contract without a reason</b>	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.
13.	<b>Incorporated Terms</b> (together these documents form	<p>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>a) This Award Form</p>

	the " <b>the Contract</b> ")	<ul style="list-style-type: none"> <li>b) Any Special Terms (see <b>Section 14 (Special Terms)</b> in this Award Form)</li> <li>c) Core Terms</li> <li>d) Schedule 36 (Intellectual Property Rights)</li> <li>e) Schedule 1 (Definitions)</li> <li>f) Schedule 6 (Transparency Reports)</li> <li>g) Schedule 20 (Processing Data)</li> <li>h) 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)</li> <li>c. Schedule 5 (Commercially Sensitive Information)</li> <li>d. Schedule 10 (Service Levels)</li> <li>e. Schedule 21 (Variation Form)</li> <li>f. Schedule 22 (Insurance Requirements)</li> <li>g. Schedule 25 (Rectification Plan)</li> <li>h. Schedule 26 (Sustainability)</li> </ul> </li> <li>i) 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 aspect of the Tender will take precedence over the documents above.</li> </ul>
14.	<b>Special Terms</b>	Not Applicable
15.	<b>Sustainability</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	<b>Buyer's Environmental Policy</b>	DVLA011: corporate environmental policy available online at: <a href="https://www.gov.uk/government/publications/dvlas-environmental-policy">https://www.gov.uk/government/publications/dvlas-environmental-policy</a>
17.	<b>Social Value Commitment</b>	Not Applicable
18.	<b>Buyer's Security Policy</b>	DVLA Security Policy

		 DVLA Information Security Policy.pdf
19.	<b>Commercially Sensitive Information</b>	Not applicable
20.	<b>Charges</b>	Details in Schedule 3 (Charges)
21.	<b>Reimbursable expenses</b>	<i>None</i>
22.	<b>Payment method</b>	<p>You must be in possession of a written purchase order/orders (PO), before commencing any work, or supplying any goods, under this contract. The PO/POs for this contract will follow shortly after formal award of the Contract. All invoices submitted to the Department must quote a valid PO number and be submitted in accordance with the Buyer's Invoicing Procedures, embedded below:</p>  DVLA Invoicing Procedures v2.1.doc
23.	<b>Service Levels</b>	Not applicable
24.	<b>Insurance</b>	Details in Annex of Schedule 22 (Insurance Requirements).
25.	<b>Liability</b>	<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 <b>150%</b> of the Estimated Yearly Charges</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 £1 million.</p>
26.	<b>Cyber Essentials Certification</b>	Not required
27.	<b>Progress Meetings and Progress Reports</b>	Not applicable
28.	<b>Guarantee</b>	Not applicable

29.	<b>Virtual Library</b>	Not applicable
30.	<b>Supplier Contract Manager</b>	XXXXXX “redacted under FOIA section [40 Personal Information]”
31.	<b>Supplier Authorised Representative</b>	XXXXXX “redacted under FOIA section [40 Personal Information]”
32.	<b>Supplier Compliance Officer</b>	Not Applicable
33.	<b>Supplier Data Protection Officer</b>	XXXXXX “redacted under FOIA section [40 Personal Information]”
34.	<b>Supplier Marketing Contact</b>	XXXXXX “redacted under FOIA section [40 Personal Information]”
35.	<b>Key Subcontractors</b>	<b>Key Subcontractor 1</b> Name (Registered name if registered): <b>[insert name]</b> Registration number (if registered): <b>[insert number]</b> Role of Subcontractor: <b>[insert role]</b>
36.	<b>Buyer Authorised Representative</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]”

	XXXXXX “redacted under FOIA section [40 Personal Information]”		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:	Customer Service Manager	Role:	Category Specialist
Date:	2/12/2022	Date:	2 December 2022