

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	<p>Driver and Vehicle Standards Agency on behalf of the Secretary of State for Transport (the Buyer).</p> <p>Its offices are:</p> <p>Berkeley House Croydon Street Bristol BS5 0DA</p>
2.	Supplier	<p>Name: Complete Background Screening Ltd</p> <p>Address: Complete Background Screening Ltd, The Screening House, Cwm Cynon Business Park, Mountain Ash, Wales, CF45 4ER</p> <p>Registration number: 346291425</p> <p>SID4GOV ID: N/A</p>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables, being administration of disclosure and barring service checks - see Schedule 2 (Specification) for full details.</p> <p>Please note there are no volumes of DBS checks can be guaranteed.</p> <p>This opportunity is advertised in this Contract Notice in Find A Tender, reference ntc5719 (FTS Contract Notice).</p>
4.	Contract reference	Contract reference number K280022740
5.	Buyer Cause	<i>Any material breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the</i>

		<i>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.</i>
6.	Collaborative working principles	The Collaborative Working Principles do not apply to this Contract. See Clause 3.1.3 for further details.
7.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract. See Clause 6.3 for further details.
8.	Start Date	Service start date 1 March 2026. Mobilisation to start from Award signature.
9.	Expiry Date	28 February 2029
10.	Extension Period	Not applicable
11.	Ending this Contract without a reason	The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.
12.	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: <ul style="list-style-type: none"> A. This Award Form B. Any Special Terms (see Section 14 (Special Terms) in this Award Form) C. Core Terms D. Schedule 1 (Definitions) E. Schedule 6 (Transparency Reports) F. Schedule 20 (Processing Data) G. The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 5 (Commercially Sensitive Information) d. Schedule 8 (Implementation Plan & Testing) e. Schedule 10 (Service Levels)

		<p>f. Schedule 11 (Continuous Improvement)</p> <p>g. Schedule 13 (Contract Management)</p> <p>h. Schedule 14 (Business Continuity and Disaster Recovery)</p> <p>i. Schedule 16 (Security)</p> <p>j. Schedule 19 (Cyber Essentials Scheme)</p> <p>k. Schedule 21 (Variation Form)</p> <p>l. Schedule 22 (Insurance Requirements)</p> <p>m. Schedule 25 (Rectification Plan)</p> <p>n. Schedule 26 (Sustainability)</p> <p>o. Schedule 27 (Key Subcontractors)</p> <p>p. Schedule 28 (ICT services)</p> <p>q. Schedule 30 (Exit Management)</p> <p>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.</p> <p>XXXXXX redacted under FOIA section 40</p>
13.	Special Terms	N/A
14.	Buyer's Environmental Policy	DVSA sustainability strategy - GOV.UK (www.gov.uk)
15.	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)
16.	Buyer's Security Requirements and Security and ICT Policy	<p>As set out in Schedule 16 (Security).</p> <p>Security Policy:</p> <p>For the purposes of Schedule 16 (Security) the Supplier is required to comply with the Security Policy.</p> <p>For the purposes of Supplier Staff vetting, the Supplier is required to comply with the Security Policy.</p> <p>ICT Policy:</p>

		<p>For the purposes of Schedule 16 (Security) the Supplier is required to comply with the ICT Policy.</p> <p>The supplier is to comply with the following schedules XXXXXX redacted under FOIA section 40</p>
17. Charges		Details in Schedule 3 (Charges)
18. Estimated Year 1 Charges		Details in schedule 3(Charges)
19. Reimbursable expenses		None
20. Payment method		<p>Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number will be issued following contract award. You must quote the aforementioned PO number on all invoices, and these must be submitted as a PDF by email directly to SSa.invoice@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: SSa.invoice@Ubusinessservices.co.uk</p> <p><i>Accounts Payable, Unity Business Services (UBS) 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA</i></p>
21. Service Levels		See Schedule 10 (Service Levels)

		Key Performance Indicators are set out at Annex B of ITT Appendix 02 (Specification)
22.	Liability	XXXXXX redacted under FOIA section 43
23.	Cyber Essentials Certification	Cyber Essentials Scheme Plus Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)
24.	Progress Meetings and Progress Reports	To be agreed with supplier. See section 8.2.1.2 of Appendix 02 - Specification
25.	Guarantor	Not applicable
26.	Virtual Library	Not applicable
27.	Supplier's Contract Manager	XXXXXX redacted under FOIA section 40
28.	Supplier Authorised Representative	XXXXXX redacted under FOIA section 40
29.	Supplier Compliance Officer	XXXXXX redacted under FOIA section 40
30.	Supplier Data Protection Officer	XXXXXX redacted under FOIA section 40
31.	Supplier Marketing Contact	XXXXXX redacted under FOIA section 40

32.	Key Subcontractors	Key Subcontractor 1 Name (Registered name if registered): Registration number (if registered): Role of Subcontractor
33.	Buyer Authorised Representative	XXXXXX redacted under FOIA section 40

For and on behalf of the Supplier:		For and on behalf of the Buyer	
Signature:	XXXXXX redacted under FOIA section 40	Signature:	XXXXXX redacted under FOIA section 40
Name:	XXXXXX redacted under FOIA section 40	Name:	XXXXXX redacted under FOIA section 40
Role:	XXXXXX redacted under FOIA section 40	Role:	XXXXXX redacted under FOIA section 40
Date:	XXXXXX redacted under FOIA section 40	Date:	XXXXXX redacted under FOIA section 40