**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** | [***Insert Buyer’s name***] on behalf of the Secretary of State for Transport (the Buyer).  Its offices are on: [***Department for Transport  Great Minster House  33 Horseferry Road  London  SW1P 4DR***] |
|  | **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] | |
|  | **Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables, being [Insert general description of the Deliverables] - see Schedule 2 (Specification) for full details.  This opportunity is advertised in this Contract Notice in Find A Tender, reference **[Insert** reference number] (FTS Contract Notice). |
|  | **Contract reference** | **[Insert**Buyer contract reference here, if any] |
|  | **Buyer Cause** | ***[Guidance: you can use this section to amend the definition of "Buyer Cause", which is relevant to Clause 5, which deals with your obligations to the Supplier. You can choose the first option, which requires a specific list of Buyer responsibilities/obligations to be created, or you can choose the second option, which is the previous definition from version 1.0 of this Contract and refers to breaches of your obligations under this Contract more generally. If you intend to choose the first option, it may be helpful to look at Schedule 7 (Authority Responsibilities) of the Model Services Contract as a starting point.]***  [Any material breach of:   * ***[Insert specific list of Buyer responsibilities/obligations]***   And the Buyer shall have no obligation to perform any obligations placed on it in Schedule 2 (Specification) or Schedule 4 (Tender) unless they are specifically identified above.]  [or **insert]**  [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 [do not] apply to this Contract. ***[Guidance: delete reference to "[do not]" as relevant]***  See Clause 3.1.3 for further details. |
|  | **Financial Transparency Objectives** | The Financial Transparency Objectives [do not] apply to this Contract.  ***[Guidance: delete reference to "[do not]" as relevant]***  See Clause 6.3 for further details.  ***[Guidance: if the Financial Transparency Objectives are selected, this puts obligations on the Supplier to provide Financial Reports, in effect - Open Book Contract Management. Buyers should consider whether this is appropriate and proportionate for their particular procurement, bearing in mind*** [***PPN 05/16 - Open book contract management***](https://www.gov.uk/government/publications/procurement-policy-note-0516-open-book-contact-management)***]*** |
|  | **Start Date** | [**Insert** Day Month Year]  ***[Guidance: This should be the date on which the provision of Deliverables will commence.***  **insert**a condition precedent if needed e.g. provision of a signed Guarantee by a backstop date] |
|  | **Expiry Date** | [**Insert** Day Month Year] |
|  | **Extension Period** | **[Insert** Not applicable or ***insert*** detail about extensions of this Contract]  [Further period up to **[Insert**Day Month Year or describe duration]  [Extension exercised where the Buyer gives the Supplier no less than [3 Months'] written notice before this Contract expires] ***[Guidance: insert notice and adjust period as appropriate. This can be used to adjust the notice period in Clause 14.2 but the notice period should only be shorter than 3 months in exceptional circumstances. A shorter notice period may be permitted where a Buyer will be unable to provide 3 months’ written notice and/or where Suppliers can continue performing this Contract for the extension period without incurring costs as a result of a shorter notice period. Buyers should engage with the market before proposing a shorter notice period]*** |
|  | **Ending this Contract without a reason** | The Buyer shall be able to terminate this Contract in accordance with Clause 14.3. *[Guidance: The following can be used to adjust the notice period in Clause 14.3 but it should only be changed if the Buyer has a legitimate requirement to end this Contract sooner or if the Supplier requires more notice so that it can avoid costs and the Buyer is able to provide more notice]* [Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be [Insert].] |
|  | **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)   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)   13. Schedule 16 (Security)   14. Schedule 17 (Service Recipients)   15. Schedule 18 (Supply Chain Visibility)   16. Schedule 19 (Cyber Essentials Scheme)   17. Schedule 21 (Variation Form)   18. Schedule 22 (Insurance Requirements)   19. Schedule 23 (Guarantee)   20. Schedule 24 (Financial Difficulties)   21. Schedule 25 (Rectification Plan)   22. Schedule 26 (Sustainability)   23. Schedule 27 (Key Subcontractors)   24. Schedule 28 (ICT Services)   25. Schedule 28A (Agile Development Additional Terms)   26. Schedule 29 (Key Supplier Staff)   27. Schedule 30 (Exit Management)   28. Schedule 32 (Background Checks)   29. Schedule 33 (Scottish Law)   30. Schedule 34 (Northern Ireland Law)   31. Schedule 35 (Lease Terms)   32. Schedule 37 (Corporate Resolution Planning Information)  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** | Special Term 1 - **[Insert**terms to revise or supplement Core Terms or Schedules, or enter "N/A" and delete the extra rows below]  ***[Guidance Note: See non-exhaustive list of suggestions below:***   1. ***Assets, Equipment and Maintenance:*** *Where the Supplier relies on use of specific Buyer or Supplier assets/equipment then consider provisions relating to ownership, transfer, use and maintenance (including valuation, payment and tax treatment).* 2. ***Appointment of a Remedial Advisor:*** *Depending on criticality of the Goods and/or Services, consider ability to appoint a remedial advisor to advise the Supplier and support continuity of supply. This could be an earlier remedy prior to step in or termination****.*** 3. ***Appointment of an Expert (Dispute Resolution):*** *Consider if expert determination would be a useful stage in the dispute resolution procedure e.g. for technical such as IT/financial issues. If so then consider if their decision is binding on the parties and processes relating to appointment and decision making.]* |
| *[Special Term 2 - ]* |
| *[Special Term 3 - ]* |
|  | **Buyer’s Environmental Policy** | **[Insert**details[Document name] [version] [date] [available online at:]  or**insert:** [Appended at Schedule [X]] |
|  | **Social Value Commitment** | **[Insert *-*** 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 provide the Social Value Reports as set out in Schedule 26 (Sustainability)  or**insert *-*** 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** | ***[Guidance: see the separate Guidance Document about when to use optional Schedule 16 (Security), and when Part A or Part B is most appropriate]***  Security Requirements: [Insert details – Guidance - where you want the Supplier to store and process data in the cloud, or use cloud platforms to build and host your services, you should consider requiring the Supplier to (i) document; and (ii) provide on Buyer request how they comply with the 14 Cloud Security Principles available at: <https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles>, both for their own Supplier system and for any cloud services they use]  [or insert: as set out in Schedule 16 (Security). Guidance – you will need to review/amend this optional Schedule to ensure it is in line with your security requirements, and include it in this Contract]  **Security Policy:[Insert**details[Document name] [version] [date] [available online at:] ***[Guidance: this is relevant for supplier vetting (see clause 7.1.2 of the Core Terms, and the Security Schedule, if used (see Schedule 16). Delete or mark as “Not Used” if not relevant.]***  For the purposes of Schedule 16 (Security) the Supplier [is/is not] required to comply with the Security Policy.  For the purposes of Supplier Staff vetting, the Supplier [is/is not] required to comply with the Security Policy.  **ICT Policy:** **[Insert** details[Document name] [version] [date] [available online at:] ***[Guidance: this is relevant for the Security Schedule, if used (see Schedule 16), and the ICT Schedule, if used (see Schedule 28). Delete or mark as "Not Used" if not relevant.***  For the purposes of Schedule 16 (Security) the Supplier [is/is not] required to comply with the ICT Policy.  For the purposes of Schedule 28 (ICT) Supplier [is/is not] required to comply with the ICT Policy. |
|  | **Charges** | **[Insert**information about the Charges]  **[Insert** Indexation is not applicable] or **[Insert** Indexation is applicable as detailed in Schedule 3 (Charges)]  Details in Schedule 3 (Charges) |
|  | **Estimated Year 1 Charges** | [Insert Estimated Year 1 Charges] |
|  | **Reimbursable expenses** | **[Insert** None or **Insert**Recoverable as set out in Schedule 3 (Charges)] |
|  | **Payment method** | Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract is: [insert PO Number]. You must quote the aforementioned PO number on all invoices, and these must be submitted as a PDF by email directly to [ssa.invoice@sharedservicesavarto.co.uk](mailto:ssa.invoice@sharedservicesavarto.co.uk).    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.  If you have a query regarding an outstanding payment, please contact our Accounts Payable section:  **[ssa.invoice@sharedservicesarvato.co.uk**] |
|  | **Service Levels** | [**Insert** Not applicable] or [**Insert** Service Credits will accrue in accordance with Schedule 10 (Service Levels)]]  The Service Credit Cap is: [**Insert** £value]  The Service Period is [**Insert** duration: [ ] Month(s)]  A Critical Service Level Failure is: [Buyer to **define]** |
|  | **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]  ***[Guidance: you can change the cap on liability in Clause 15.1 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted in line with the*** [***Sourcing Playbook***](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/987353/The_Sourcing_Playbook.pdf)***]***  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 [***insert appropriate number in the suggested range of £10 million –20 million*]**  ***[Guidance: Choice of figure should be in accordance with the sensitivity and volume of data concerned, as well as the likelihood and extent of any potential breach.  The range given is a suggestion only and depending on the individual circumstances of the contract, a cap outside of this range may be appropriate. Please refer to the Mid-Tier Guidance published on Gov.uk for further detail on what to consider in determining the Data Protection Liability Cap.***  ***This liability cap applies to the Supplier’s liability to the Buyer under the contract only – it does not act as a cap on any data protection liability that a Supplier may incur to any third party (e.g. Supplier being fined by the Information Commissioner). But if a Supplier default leads to the Buyer breaching data protection legislation, the amount which a Buyer will be able to recover from the Supplier will be subject to this liability cap.]*** |
|  | **Cyber Essentials Certification** | ***[Guidance: See the [Cyber Essentials PPN] for when to use this schedule, and if used, which level of certification is required***  ***If you are unclear on these requirements, please consult security professionals within your organisation or department. Please note that any Subcontractors processing Cyber Essentials Scheme Data will also need to have the equivalent certification - see Schedule 19 for details.]***   * [[**Insert** Not required] * [or **Insert**Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)] |
|  | **Progress Meetings and Progress Reports** | * The Supplier shall attend Progress Meetings with the Buyer every [   ] * The Supplier shall provide the Buyer with Progress Reports every [   ] |
|  | **Guarantor** | [**Insert** Not applicable  or**insert** The Supplier’s performance will be guaranteed by [Insert name of Guarantor] and has entered into a guarantee using the form in Schedule 23 (Guarantee)] |
|  | **Virtual Library** | In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)   * the period in which the Supplier must create and maintain the Virtual Library, is [as set out in that Paragraph] or **[Insert** alternative time period]; and * the Supplier shall update the Virtual Library every [**Insert** applicable time period].   OR  [**Insert** Not applicable] |
|  | **Supplier’s**  **Contract**  **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] |
|  | **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]*** |
|  | **Buyer 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 the Buyer [Insert** wording where the Buyer is a Crown Body: acting as part of the Crown]: | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |