Framework

Award Form

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

1.	CCS	The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS). Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.
2.	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]
3.	Framework Contract	This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables [in Lot(s) [x, y]. You cannot deliver in any other Lot under this contract. Any references made to other Lots in this contract do not apply.] This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference **[Insert** reference number] (OJEU Contract Notice).
4.	Deliverables	**[Insert** general description of the Deliverables, by Lot if relevant] See Framework Schedule 1 (Specification) for further details.
5.	Framework Start Date	[**Insert** Day Month Year]
6.	Framework Expiry Date	[**Insert** Day Month Year]
7.	Framework Optional Extension Period	[**Insert** detail about extensions of this contract] Up to **[Insert** Day Month Year]
8.	Order Procedure	**[Delete** any not relevant:] • [direct award] • [partially re-opening competition] • [further competition]

		See Framework Schedule 7 (Call-off Award Procedure)

9.	**Framework Incorporated Terms**
	
	(together these documents form the 'the Framework Contract')
		The following documents are incorporated into the Framework Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:
		1. This Framework Award Form
		2. Any Framework Special Terms (see Section 10 'Framework Special Terms' in this Framework Award Form)
		3. Joint Schedule 1 (Definitions) [**Insert** framework reference number]
		4. Joint Schedule 11 (Processing Data) [**Insert** framework reference number]
		5. The following Schedules for [**Insert** framework reference number] (in equal order of precedence):
		[**Guidance: delete** any highlighted Schedule that is not needed for this procurement. **Add** any additional Schedule that is needed. **Remove** any highlighting remaining before publication. **Note** that the parallel section in the Order Form is handled differently.]
		    o Framework Schedule 1 (Specification)
		    o Framework Schedule 3 (Framework Prices)
		    o Framework Schedule 4 (Framework Management)
		    o Framework Schedule 5 (Management Charges and Information)
		    o Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules:
		        ▪ Call-Off Schedule 1 (Transparency Reports)
		        ▪ Call-Off Schedule 2 (Staff Transfer)
		        ▪ Call-Off Schedule 3 (Continuous Improvement)
		        ▪ [Call-Off Schedule 4 (Call-Off Tender)]
		        ▪ [Call-Off Schedule 5 (Pricing Details)]
		        ▪ [Call-Off Schedule 6 (ICT Services)]
		        ▪ [Call-Off Schedule 7 (Key Supplier Staff)]
		        ▪ [Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
		        ▪ [Call-Off Schedule 9 (Security)]
		        ▪ [Call-Off Schedule 10 (Exit Management)]
		        ▪ [Call-Off Schedule 11 (Installation Works)]
		        ▪ [Call-Off Schedule 12 (Clustering)]
		        ▪ [Call-Off Schedule 13 (Implementation Plan and Testing)]
		        ▪ [Call-Off Schedule 14 (Service Levels)]
		        ▪ [Call-Off Schedule 15 (Call-Off Contract Management)]
		        ▪ [Call-Off Schedule 16 (Benchmarking)]

		▪ [Call-Off Schedule 17 (MOD Terms)] ▪ [Call-Off Schedule 18 (Background Checks)] ▪ [Call-Off Schedule 19 (Scottish Law)] ▪ [Call-Off Schedule 20 (Call-Off Specification)] ▪ [Call-Off Schedule 21 (Northern Ireland Law)] ▪ [Call-Off Schedule 22 (Lease Terms)] ▪ [Call-Off Schedule 23 ( )] - Framework Schedule 7 (Call-Off Award Procedure) - Framework Schedule 8 (Self Audit Certificate) [Framework Schedule 9 (Cyber Essentials Scheme) - Joint Schedule 2 (Variation Form) - Joint Schedule 3 (Insurance Requirements) - Joint Schedule 4 (Commercially Sensitive Information) [Joint Schedule 6 (Key Subcontractors)] [Joint Schedule 7 (Financial Difficulties)] [Joint Schedule 8 (Guarantee)] [Joint Schedule 9 (Minimum Standards of Reliability)] - Joint Schedule 10 (Rectification Plan) [Joint Schedule 12 (Supply Chain Visibility)] 6. CCS Core Terms (version 3.0.4) 7. Joint Schedule 5 (Corporate Social Responsibility) [Insert framework reference number] 8. Framework Schedule 2 (Framework Tender) [Insert framework reference number] as long as any part of the Framework Tender that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above
10.	Framework 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: run any proposed special terms past the Policy Implementation team. Please email operationalsupport@crowncommercial.gov.uk]
		[Special Term 2 -]
		[Special Term 3 -]
11.	Framework Prices	[Insert information about the prices] Details in Framework Schedule 3 (Framework Prices)
12.	Insurance	Details in Annex of Joint Schedule 3 (Insurance Requirements).

13.	Cyber Essentials Certification	[Delete if not required] • [Not required] • [Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Framework Schedule F9 (Cyber Essentials Scheme)]
14.	Management Charge	The Supplier will pay, excluding VAT, [Insert Management Charge] % of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts.
15.	Supplier Framework Manager	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
16.	Supplier Authorised Representa-tive	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
17.	Supplier Compliance Officer	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
18.	Supplier Data Protection Officer	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
19.	Supplier Marketing Contact	[Insert name] [Insert job title] [Insert email address] [Insert phone number]

20.	Key Subcon-tractors	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]
21.	CCS Authorised Representa-tive	[**Insert** name]
		[**Insert** job title]
		[**Insert** email address]
		[**Insert** phone number]

For and on behalf of the Supplier:		For and on behalf of CCS:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	