



Crown
Commercial
Service

Framework Award Form

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This Framework Award Form creates the Framework Contract **[Insert RMXXXX name of framework]**. It summarises the main features of the procurement and includes CCS and the Supplier's contact details.

1.	CCS	<p>The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).</p> <p>Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.</p>
2.	Supplier	<p>Name: [Insert name (registered name if registered)]</p> <p>Address: [Insert address registered address if registered]</p> <p>Registry: [Insert name of register, for example, "Companies House".]</p> <p>Registration number: [Insert registration number]</p>
3.	Framework Details	<p>This Framework Contract has been entered into between CCS and the Supplier in respect of the Framework. The Framework was advertised in a Tender Notice published on the central digital platform with reference [Insert Tender Notice Reference].</p> <p>This Framework [Guidance: delete as applicable] [is]/[is not] a framework within a scheme of an "Open Framework" within the meaning of section 49 of the Procurement Act 2023.</p> <p>The unique identifier (OCID) for this Framework is [Insert: the unique identifier (OCID) for the Framework].</p>
4.	Framework Contract	<p>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]]. The Supplier cannot deliver in any other Lot under this Framework Contract. Any references made to other Lots in this Framework Contract do not apply.]</p>

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5.	Deliverables	<p>[Insert general description of the Deliverables, by Lot if relevant]</p> <p>See Framework Schedule 1 (<i>Specification</i>) for further details.</p>
6.	Framework Start Date	[Insert Day Month Year]
7.	Framework Expiry Date	[Insert Day Month Year]
8.	Framework Optional Extension Period	<p>[Insert detail about extensions of this contract]</p> <p>Up to [Insert Day Month Year]</p>
9.	Order Procedure	<p>[Delete] any not relevant:</p> <ul style="list-style-type: none"> • [Award Without Competition] • [Single Stage Competitive Selection Process] • [Two Stage Competitive Selection Process] • [Multi Stage Competitive Selection Process] <p>See Framework Schedule 7 (<i>Call-Off Award Procedure</i>) for definitions of the above term(s) and descriptions of the relevant processes.</p>
10.	<p>Framework Incorporated Terms</p> <p>(together these documents form the "Framework Contract")</p>	<p>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:</p> <ol style="list-style-type: none"> 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 (<i>Definitions</i>) [Insert framework reference number] 4. Joint Schedule 10 (<i>Processing Data</i>) [Insert framework reference number] 5. The following Schedules for [Insert framework reference number] (in equal order of precedence): <p>[Category Guidance: delete any highlighted Schedule that is not needed for this procurement. Add any additional Schedule that]</p>

		<p>is needed. Remove any highlighting remaining before publication. Note that the parallel section in the Order Form is handled differently.]</p> <ul style="list-style-type: none"> ○ Framework Schedule 1 (Specification) ○ Framework Schedule 3 (Framework Prices) ○ Framework Schedule 4 (Framework Management) ○ Framework Schedule 5 (Management Charges and Information) ○ Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules: <ul style="list-style-type: none"> ▪ Call-Off Schedule 1 (Intellectual Property Rights) ▪ 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 (Performance 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)]
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		<ul style="list-style-type: none"> ▪ [Call-Off Schedule 22 (<i>Lease Terms</i>)] ▪ [Call-Off Schedule 23 (<i>HMRC Terms</i>)] ▪ [Call-Off Schedule 24 (<i>Corporate Resolution Planning</i>)] ▪ Call-Off Schedule 25 (<i>Additional Sustainability Requirements</i>) ▪ [Call-Off Schedule 26 (<i>Carbon Reduction</i>)] ▪ [Call-Off Schedule 27 (<i>Procuring Steel</i>)] ○ Framework Schedule 7 (<i>Call-Off Award Procedure</i>) ○ Framework Schedule 8 (<i>Self Audit Certificate</i>) ○ [Framework Schedule 9 (<i>Cyber Essentials Scheme</i>)] ○ Joint Schedule 2 (<i>Variation Form</i>) ○ Joint Schedule 3 (<i>Insurance Requirements</i>) ○ Joint Schedule 4 (<i>Commercially Sensitive Information</i>) ○ Joint Schedule 5 (<i>Sustainability</i>) ○ [Joint Schedule 6 (<i>Key Subcontractors</i>)] ○ [Joint Schedule 7 (<i>Financial Difficulties</i>)] ○ [Joint Schedule 8 (<i>Guarantee</i>)] ○ Joint Schedule 9 (<i>Rectification Plan</i>) <p>6. CCS General Terms version 1.0 PA</p> <p>7. Framework Schedule 2 (<i>Framework Tender</i>) [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.</p>
11.	Framework Special Terms	<p>Special Term 1 - [Insert terms to revise or supplement the General Terms or Schedules, or enter 'N/A' and delete the extra rows below]</p> <p>[Category Guidance: run any proposed special terms past the CCS Policy Implementation team]</p>
		[Special Term 2 -]
		[Special Term 3 -]

12.	Framework Prices	<p>[Insert information about the prices]</p> <p>Details in Framework Schedule 3 (Framework Prices)</p>
13.	Insurance	<p>Details in Annex of Joint Schedule 3 (<i>Insurance Requirements</i>).</p>
14.	Cyber Essentials Certification	<p>[Delete if not required]</p> <ul style="list-style-type: none"> • [Not required] • [Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Framework Schedule 9 (Cyber Essentials Scheme)]
15.	Intellectual Property Rights	<p>[Category Guidance: Option 1] [Unless expressly stated otherwise in the Order Form, the terms of IPR Option A1 in Part A of Call-Off Schedule 1 (<i>Intellectual Property Rights</i>) shall apply to all Call-Off Contracts.]</p> <p>[or]</p> <p>[Category Guidance: Option 2] [Unless expressly stated otherwise in the Order Form, the following terms in Call-Off Schedule 1 (<i>Intellectual Property Rights</i>) shall apply to all Call-Off Contracts under each Lot of the Framework as follows:</p> <ul style="list-style-type: none"> • IPR Option [A1] shall apply to Lot [] [Insert Lot details] <p>[Category Guidance: The wording above reflects that IPR Option A1 (Buyer owns all New IPR with limited Supplier rights to all New IPR in order to deliver the Contract) as set out in Part A of Call-Off Schedule 1 is the "default" option relating to IPR ownership/licensing that should apply under Call-Off Contracts. Buyers can elect to apply a different IPR Option at Call-Off level in the relevant Order Form.</p> <p>If the Framework involves the provision of ICT Services, then the reference to "IPR Option A1 in Part A" above should be amended to refer to IPR Option B1 in Part B" of Call-Off Schedule 1, i.e. such that IPR Option B1 in Part B of Call-Off Schedule (Buyer owns all foreground IPR with limited Supplier rights to all foreground IPR in order to deliver this Contract) applies.</p> <p>Category may decide to reduce the number of IPR Options available to Buyers, should this be appropriate for their given market. Category may</p>

		<p>also consider whether a different "default" IPR Option should apply to Call-Offs under the Framework. In both cases, the wording above can be amended to reflect the most appropriate default IPR Option and IPR Options can be removed from Call-off Schedule 1 to reduce options available to Buyers subject to prior consultation with the CCS Policy Team as part of the framework contract development process.</p> <p>Where the Framework has been split into Lots and it is appropriate to use a different default option for some of the Lots then please use Option 2 above, which allows a different default to be set for each Lot. If all Lots have the same default IPR Option then please use the Option 1 text above.]</p>
16.	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.
17.	Supplier Framework Manager	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
18.	Supplier Authorised Representative	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
19.	Supplier Compliance Officer	[Insert name] [Insert job title] [Insert email address] [Insert phone number]
20.	Supplier Data Protection Officer	[Insert name] [Insert job title] [Insert email address] [Insert phone number]

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21.	Data Protection Liability Cap	<p>[£10,000,000]</p> <p>[Category Guidance: Category colleagues must consider whether the £10 million Data Protection Liability Cap within Clause 14.7 is appropriate for their procurement. Adjustments to the default £10 million value must be justified. If an adjustment is required replace the "[£10,000,000]" in this line of the Framework Award Form with the required cap as a number denominated in pounds sterling.]</p>
22.	Supplier Marketing Contact	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>
23.	Key Subcontractors	<p>Key Subcontractor 1</p> <p>Name (Registered name if registered) [insert name]</p> <p>Registration number (if registered) [insert number]</p> <p>Role of Subcontractor [insert role]</p> <p>[Category Guidance: copy above lines as needed]</p>
24.	CCS Authorised Representative	<p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>

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