



Crown  
Commercial  
Service

# 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.

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| 1. | <b>CCS</b>                                 | <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. | <b>Supplier</b>                            | <p>Name: <b>[Insert</b> name (registered name if registered)]</p> <p>Address: <b>[Insert</b> address registered address if registered]</p> <p>Registration number: <b>[Insert</b> registration number if registered]</p> <p>SID4GOV ID: <b>[Insert</b> SID4GOV ID if you have one]</p>   |
| 3. | <b>Framework Contract</b>                  | <p>This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables <b>[in Lot(s) [x, y]</b>. You cannot deliver in any other Lot under this contract. Any references made to other Lots in this contract do not apply.]</p> <p>This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference 2019/S 096-232275 (OJEU Contract Notice).</p> |
| 4. | <b>Deliverables</b>                        | See Framework Schedule 1 (Specification) for further details.  |
| 5. | <b>Framework Start Date</b>                | 01/12/2019   |
| 6. | <b>Framework Expiry Date</b>               | 30/11/2023   |
| 7. | <b>Framework Optional Extension Period</b> | Not Applicable   |
| 8. | <b>Order Procedure</b>                     | <p>Lot 1</p> <ul style="list-style-type: none"> <li>• direct award</li> </ul> <p>Lots 2, 3, 4, 5, 6, 7,8, 9, and 10</p> <ul style="list-style-type: none"> <li>• direct award</li> <li>• further competition</li> </ul> <p>See Framework Schedule 7 (Call-off Award Procedure)</p>   |

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| <p><b>9. Framework Incorporated Terms</b></p> <p>(together these documents form the '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"><li>1. This Framework Award Form</li><li>2. Any Framework Special Terms (see Section 10 'Framework Special Terms' in this Framework Award Form)</li><li>3. Joint Schedule 1 (Definitions) <b>RM6017</b></li><li>4. Joint Schedule 11 (Processing Data) <b>RM6017</b></li><li>5. The following Schedules for <b>RM6017</b> (in equal order of precedence):<ul style="list-style-type: none"><li>○ Framework Schedule 1 (Specification)</li><li>○ Framework Schedule 3 (Framework Prices)</li><li>○ Framework Schedule 4 (Framework Management)</li><li>○ Framework Schedule 5 (Management Charges and Information)</li><li>○ Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules:<ul style="list-style-type: none"><li>▪ Call-Off Schedule 1 (Transparency Reports)</li><li>▪ Call-Off Schedule 2 (Staff Transfer)</li><li>▪ Call-Off Schedule 4 (Call-Off Tender)</li><li>▪ Call-Off Schedule 5 (Pricing Details)</li><li>▪ Call-Off Schedule 6 (ICT Services)</li><li>▪ Call-Off Schedule 7 (Key Supplier Staff)</li><li>▪ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)</li><li>▪ Call-Off Schedule 9 (Security)</li><li>▪ Call-Off Schedule 10 (Exit Management)</li><li>▪ Call-Off Schedule 11 (Installation Works)</li><li>▪ Call-Off Schedule 12 (Clustering)</li><li>▪ Call-Off Schedule 13 (Implementation Plan and Testing)</li><li>▪ Call-Off Schedule 14 (Service Levels)</li><li>▪ Call-Off Schedule 15 (Call-Off Contract Management)</li><li>▪ Call-Off Schedule 17 (MOD Terms)</li><li>▪ Call-Off Schedule 18 (Background Checks)</li><li>▪ Call-Off Schedule 19 (Scottish Law)</li><li>▪ Call-Off Schedule 20 (Call-Off Specification)</li><li>▪ Call-Off Schedule 21 (Northern Ireland Law)</li><li>▪ Call-Off Schedule 22 (Lease Terms)</li><li>▪ Call-Off Schedule 23 (Franking Meter Terms)</li></ul></li><li>○ Framework Schedule 7 (Call-Off Award Procedure)</li><li>○ Framework Schedule 8 (Self Audit Certificate)</li><li>○ Framework Schedule 10 (ISO 27001 or equivalent)</li><li>○ Joint Schedule 2 (Variation Form)</li></ul></li></ol> |
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|     |  | <ul style="list-style-type: none"> <li>○ Joint Schedule 3 (Insurance Requirements)</li> <li>○ Joint Schedule 4 (Commercially Sensitive Information)</li> <li>○ Joint Schedule 6 (Key Subcontractors)</li> <li>○ Joint Schedule 7 (Financial Difficulties)</li> <li>○ Joint Schedule 8 (Guarantee)</li> <li>○ Joint Schedule 9 (Minimum Standards of Reliability)</li> <li>○ Joint Schedule 10 (Rectification Plan)</li> <li>○ Joint Schedule 12 (Supply Chain Visibility)</li> <li>○ Joint Schedule 13 (Continuous Improvement)</li> <li>○ Joint Schedule 14 (Benchmarking)</li> <li>○ CCS Core Terms (version 3.0.6)</li> <li>○ Joint Schedule 5 (Corporate Social Responsibility) RM6017</li> <li>○ Framework Schedule 2 (Framework Tender) RM6017 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</li> </ul> |
| 10. | <b>Framework Special Terms</b>                 | <p><b>Special Term 1</b></p> <p>1.1 The requirement to secure a universal postal service is designated to Ofcom under the Postal Services Act 2011 (the “<b>Act</b>”).</p> <p>1.2 Ofcom have the power to impose conditions on Suppliers who are universal service providers. Such conditions shall include the requirement to pay compensation in certain circumstances.</p> <p>1.3 In that regard where there is late provision of postal services the conditions imposed by Ofcom pursuant to the Act shall apply and clause 3.3.1 of the Core Terms shall not apply to such postal services.</p> <p>1.4 Notwithstanding clause 1.3 this shall not prevent a Buyer from enforcing any other rights it has or obligations owed to it by a Supplier under the Contract.</p> <p>1.5 “Universal postal service”, “universal service provider” and “postal service” shall have the same meaning as in the Act.</p>                    |
| 11. | <b>Framework Prices</b>                        | Details in Framework Schedule 3 (Framework Prices)  |
| 12. | <b>Insurance</b>                               | Details in Annex of Joint Schedule 3 (Insurance Requirements).  |
| 13. | <b>ISO 27001 (or equivalent) Certification</b> | ISO 27001 Certificate (or equivalent). Details in Framework Schedule 10 (ISO 27001 or equivalent)   |

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| 14. | <b>Management Charge</b>                  | <p>The Supplier will pay, excluding VAT, the following Management Charge % of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts</p> <p>Lot 1: 0.5%</p> <p>Lot 2: 0.5%</p> <p>Lot 3: 0.25%</p> <p>Lot 4:0.25%</p> <p>Lot 5: 0.25%</p> <p>Lot 6: 0.5%</p> <p>Lot 7: 0.5%</p> <p>Lot 8: 0.25%</p> <p>Lot 9: 0.5%</p> <p>Lot 10: 0.5%</p> |
| 15. | <b>Supplier Framework Manager</b>         | <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>   |
| 16. | <b>Supplier Authorised Representative</b> | <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>   |
| 17. | <b>Supplier Compliance Officer</b>        | <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>   |

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| 18. | <b>Supplier Data Protection Officer</b> | <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>  |
| 19. | <b>Supplier Marketing Contact</b>       | <p>[Insert name]</p> <p>[Insert job title]</p> <p>[Insert email address]</p> <p>[Insert phone number]</p>  |
| 20. | <b>Key Subcontractors</b>               | <p><b>Key Subcontractor 1</b></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><b>[Guidance:</b> copy above lines as needed]</p> |
| 21. | <b>CCS Authorised Representative</b>    | <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:                     |  |