**Award Form**

This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier’s contact details.

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|  | **Buyer** | Kent and Medway Towns Fire Authority (the Buyer).  Its offices are on: The Godlands, Straw Mill Hill, Maidstone, ME15 6XB |
|  | **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.  This opportunity is advertised in the Contract Notice in the Official Journal of the European Union reference [**Insert** reference number] (OJEU Contract Notice). |
|  | **Contract reference** | **C19070 – Digital Experience Platform** |
|  | **Deliverables** | **[Insert** general description of the Deliverables]  See Schedule 2 (Specification) for further details. |
|  | **Start Date** | 31st March 2021 |
|  | **End Date** | 31st March 2026 |
|  | **Extension**  **Period** | 2 potential extensions of up to 12 months only |
|  | **Incorporated Terms**  (together these documents form the ‘the Contract’) | The following documents are incorporated into the Contract. Where numbers are missing we are not using these Schedules. If the documents conflict, the following order of precedence applies:   1. This Award Form 2. Any Special Terms (see **Section 10 Special Terms** in this Award Form) 3. Core Terms (version 1.0) 4. Schedule 1 (Definitions) 5. Schedule 20 (Processing Data) 6. The following Schedules (in equal order of precedence):   [   * Schedule 2 (Specification) * Schedule 3 (Charges) * Schedule 5 (Commercially Sensitive Information) * Schedule 6 (Transparency Reports) * Schedule 7 (Staff Transfer) * Schedule 8 (Implementation Plan & Testing) * Schedule 10 (Service Levels) * Schedule 11 (Continuous Improvement) * Schedule 13 (Contract Management) * Schedule 14 (Business Continuity and Disaster Recovery) * Schedule 16 (Security) * Schedule 19 (Cyber Essentials Scheme) * Schedule 20 (Processing Data) * Schedule 21 (Variation Form) * Schedule 22 (Insurance Requirements) * Schedule 25 (Rectification Plan) * Schedule 27 (Key Subcontractors) * Schedule 28 (ICT Services) * Schedule 29 (Key Supplier Staff) * Schedule 30 (Exit Management)  1. Schedule 26 (Corporate Social Responsibility) 2. Schedule 4 (Tender) as long as any part of the Tender that offers a better commercial position for the Buyer takes 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] |
| [Special Term 2 - ] |
| [Special Term 3 - ] |
|  | **Buyer’s Environmental Policy** | <http://www.kent.fire-uk.org/about-us/plans-policies-and-performance/corporate-plan/caring-for-the-environment/> |
|  | **Buyer’s Security Policy** | Schedule 16 |
|  | **Social Value Commitment** | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments in C19070 Digital Experience Platform ITT |
| 1. **C** | **Commercially Sensitive Information** | Supplier’s Commercially Sensitive Information**:** Schedule 5 |
|  | **Charges** | Details in Schedule 3 (Charges) |
|  | **Reimbursable expenses** | None |
|  | **Payment method** | BACS |
|  | **Service Levels** | Service Credits will accrue in accordance with Schedule 10 (Service Levels)  The Service Credit Cap is: [**Insert** £value]  The Service Period is 1 Month(s)  A Critical Service Level Failure is: [**Buyer** to define ] |
|  | **Insurance** | Details in Annex of Schedule 22 (Insurance Requirements). |
|  | **Liability** | [In accordance with Clause 11.1 of the Core Terms each Party's total aggregate liability in each Contract Year under the 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 11.1 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted] |
|  | **Cyber**  **Essentials Certification** | * 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 1 Calendar Month throughout discovery and Implementation. Thereafter, quarterly] * The Supplier shall provide the Buyer with Progress Reports every 1 Calendar Month] |
|  | **Guarantee** | Not applicable |
|  | **Supplier**  **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** |  |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |