*PLEASE COMPLETE THE FORM BELOW AND SUBMIT TO CCS VIA EMAIL UPON CONTRACT AWARD – PLEASE NOTE THIS FORM IS MANDATORY FOR ALL SELF-SERVICE BUYERS*

F.A.O - CCS RM3830 Commercial Agreement Manager,

Crown Commercial Service, Floor 9, Capital Building, Old Hall Street, Liverpool L3 9PP

Email: [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) (Email Subject: RM3830 Contract Award Notification)

Date:

***We would like to inform you that we have reached Contract Award for a contract let under the Facilities Management Marketplace Framework (RM3830) via self-service delivery.***

|  |  |
| --- | --- |
| **Buyer’s Information** | |
| Buyer Organisation Name |  |
| Buyer Contact Name |  |
| Buyer Telephone Number |  |
| Buyer Email Address |  |
| Sub-Lot Used - Lot 1a / Lot 1b / Lot 1c |  |
| Procurement Route Further Competition /Direct Award (Lot 1a only) |  |
| Supplier Appointed |  |
| Work Packages Selected |  |

|  |  |
| --- | --- |
| **Contract Information** | |
| Contract Name |  |
| Reference - CUA or other |  |
| Contract Start Date |  |
| Contract End Date |  |
| Are there any optional Extension Periods | [Yes – No] , [Details] |
| What Pricing option was chosen (as per Call Off Schedule 5) | [Fixed Fee Pricing – Target Cost Pricing] |
| Annual Contract Value |  |
| Total Contract Value |  |
| Is Indexation applicable | E.g. Yes CPI following Year 1 |
| Mobilisation Start Date |  |
| Mobilisation End Date |  |
| Anticipated Cost of Mobilisation |  |
| What TUPE option was chosen (as per Call Off Schedule 23) | [DIRECT AWARD TUPE RISK PREMIUM – FURTHER COMETITION TUPE RISK PREMIUM – FIXED FEE TUPE RISK PREMIUM] |
| Do you think redundancy will apply | [Yes – No] , [Indicative Cost] |
| Average monthly baseline Fee (e.g. fixed fee element) |  |
| Anticipated monthly additional Spend (e.g. Reactive Works) |  |
| Additional Info (if applicable) | E.g – Any anticipated large variations in Year 1 |

Yours Sincerely

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_