

APPENDIX 4 – OPERATION OF THE FRAMEWORK

Framework Agreement Title : Business Travel Management Services
Framework Agreement Reference: ORE/25/032

1. Introduction

The Business Travel Management Services Framework Agreement shall be a single supplier Framework Agreement with one (1) Travel Management Company (“TMC”) being appointed to provide Travel Services to the Buying Authority.

The Term of this Business Travel Management Services Framework will be for an initial period of two (2) years with the option to extend the Term for up to a further twenty-four (24) months, at the discretion of the Authority in consultation with the Buying Authorities. Any such extension shall be subject to satisfactory performance of the Travel Management Company, giving a total potential Framework Agreement Term of four (4) years.

2. Framework Eligibility

The Invitation to Tender was issued by the Offshore Renewable Energy Catapult (“the Authority”).

3. Operation of the Framework

- 3.1 The General Conditions of Contract, as published, shall be applicable to any Contract awarded from this Framework Agreement.
- 3.2 No volume or value of work is guaranteed from the Authority for the Term of the Framework.
- 3.3 An Authorised Representative from the Authority shall contact the Key Person from the TMC to discuss individual requirements and agree the most beneficial and appropriate process to implement and manage the Service going forward.
- 3.4 Only when a process has been mutually agreed and accepted by both Parties, shall the Authority proceed with a Contract Award.

4. Confidentiality

All personal information or personal data supplied by any of the Buying Authorities in relation to any Contract that may be awarded from this Framework Agreement shall be treated as confidential and shall be, at all times, subject to Data Protection Laws.

5. Contract Award Procedure

- 5.1 The Authority shall source the Travel Service(s) from the Framework Agreement by utilising a Direct Award process.
- 5.2 A Direct Award is a process for awarding a Contract from a Framework Agreement without reopening competition. As this Framework Agreement has only one (1) Travel Management Company appointed to it, the Direct Award process shall be used for all Contract requirements.
- 5.3 The Authority shall be independently responsible for the conduct of its Contract Award procedure.
- 5.4 The Authority shall not be responsible or accountable for and shall have no liability whatsoever in relation to any Contract Award Procedure undertaken by any Buying Authority.