



Acuity Business Solutions



Attn: [Redacted]



Date: 23<sup>rd</sup> April 2018

Procurement ref: CCCB18A04

Dear [Redacted],

**Award of contract for the Provision of Consultancy for Programme Management Services for the Civil Service Pension Scheme**

Following your tender / proposal for the Provision of Consultancy for Programme Management Services for the Civil Service Pension Scheme to Cabinet Office, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Customer and Acuity Business Solutions as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

**1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:**

- 1.1. The Services shall be performed at the suppliers premises at [Redacted] and where necessary at the Customer’s premises at [Redacted].
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £98,850.00 (excluding VAT), including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Date of Delivery shall be 30<sup>th</sup> April 2018.



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1.5. The Term shall commence on 30<sup>th</sup> April 2018 (the “Start Date”) and the Expiry Date shall be 29<sup>th</sup> October 2018. The Authority reserves the option to extend the contract by 1 (one) months.

1.6. The address for notices of the Parties are:

**Customer**

Cabinet Office



Attention:

Email: [Redacted]

**Supplier**

Acuity Business Solutions



Attention:

Email: [Redacted]

1.7. The following persons are Key Personnel for the purposes of the Agreement:

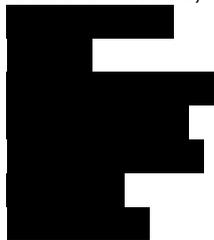
Name	Title/Role
[Redacted]	Business Manager, Cabinet Office
[Redacted]	Procurement Executive

1.8. For the purposes of the Agreement the all staff which have access to Authority/Buyer data must be willing to undergo security clearances and this will be mandatory for any staff accessing bulk data. As a minimum, all staff must comply with the Baseline Personnel Security Standard and Acuity Business Solutions will ensure that all staff have completed personnel security controls before commencing work. Acuity Business Solutions staff who will have access to bulk live data (classified as Official Sensitive data) must be willing to undergo an elevated clearance level (SC).

**2. Payment**

2.1. The Potential Provider should invoice the Authority monthly in arrears. The invoicing address in order to obtain a purchase order is:

Cabinet Office,



email: [Redacted]



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[www.gov.uk/ccs](http://www.gov.uk/ccs)

2.2. Each invoice should include the price payable for fixed price deliverables completed and accepted as such by the Authority in the month prior to the invoice. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

### 3. Liaison

For general liaison your contact will continue to be ( ).

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter through the eSourcing portal **within 5** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of Cabinet Office ("the Customer")

Sourcing/Category Specialist - Consultancy Team

23<sup>rd</sup> April 2018

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Acuity Business Solutions ("the Supplier")

Date: 23/04/2018