

Big Blue Door Ltd
REDACTED

Attn: **REDACTED**

Date: **28/08/19**

Contract ref: **CCCO19A34**

Dear **REDACTED**,

Award of contract for the supply of Website Design and Build for the IEP

Further to your submission of a bid for the above Procurement, on behalf of the Cabinet Office (the "Authority"), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Contracting Authority and Big Blue Door Ltd 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be performed at the Agency's registered trading address or another address disclosed to the Client following Contract Award.
- 1.2. The charges for the Goods/Services shall be as set out in Annex 2. The total contract value shall be £49,815.00 (exc 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The call-off contract shall commence 2nd day of September 2019 and the Expiry Date will be 1st day of September 2021. The Contracting Authority reserves the option to extend the call-off contract by 2 periods of 3 months. The total contract value shall be £49,815.00 including all extension options.

1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

REDACTED

REDACTED

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED
REDACTED	REDACTED

For the purposes of the Agreement the Personnel Vetting Requirements within Annex 3.

1.7. As a minimum, all staff must comply with the Baseline Personnel Security Standard: The Agency will ensure that all staff have completed personnel security controls described in the Baseline Personnel Security Standard at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG Baseline Personnel Security Standard - May 2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf) before commencing work.

1.8. All Agency staff (this includes third party subcontractors) which have access to Client/Buyer data must be willing to undergo security clearances and this will be mandatory for any staff accessing bulk data. In the event that Agency staff would have access to bulk live data (classified as Official Sensitive data), they must be willing to undergo an elevated clearance level (SC), provided by the Agency.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**
Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority

will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** via the portal **within two days** from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

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

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

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

Signed for and on behalf of Big Blue Door (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature:

REDACTED

Date: **REDACTED**