



United Kingdom
Debt Management
Office

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23/05/16

3 Chillies
Unit 6
Beacontree Plaza
Gillette Way
Reading
RG2 0BS

Award of Contract for Implementation of the UK DMO website on the Umbraco Content Management System.

This Contract is being offered under CCS – G-Cloud framework. The Framework terms and conditions will govern any resultant contract.

Following your proposal and discussions with UK Debt Management Office for the above work, we are pleased to be able to award this contract to you and I am writing to confirm the details of the work, which we require you to undertake.

The award of this contract is made subject to compliance with the following:

- 1) The commencement date is 23/5/16.
- 2) Terms and Conditions of contract are in accordance with G-Cloud T&C's
- 3) The scope of the assignment is as as stated in the proposal document 'DMO_CMS_platform_3chillies_response - v1.4'.
- 4) Your proposal dated 20/5/16.
- 5) The value of this contract is £53200.

Payment

All invoices should be sent as per instructions on the Purchase Order.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO number, and the details (name and telephone number) of your DMO contact. Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section by telephone 0845 357 6621 between 09:00-17:00 Monday to Friday.

Copyright and confidentiality

The copyright of the transcripts and final documents arising from this contract shall be vested in UK Debt Management Office. All information provided by or through UK Debt Management Office must be treated in the strictest confidence and must not be used without the prior consent of UK Debt Management Office. You must obtain written clearance for any material to be published or broadcast which relates to your time contracted to UK Debt Management Office in accordance with the requirements of Section 4.2 of the Civil Service Management Code.

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Freedom of Information Act 2000

You should be aware of the HM Treasury's obligations and responsibilities under the Freedom of Information Act 2000 (FOIA) to disclose, on request, recorded information held by UK Debt Management Office. Information provided by suppliers in connection with this procurement exercise, or with any Contract that may be awarded by UK Debt Management Office, may therefore have to be disclosed by our Suppliers and Tenderers in response to such a request, unless UK Debt Management Office decides that one of the statutory exemptions under the FOIA applies. UK Debt Management Office may also include certain information in the publication scheme, which it maintains under the FOIA. In dealing with requests for information under the FOIA, UK Debt Management Office must comply with a strict timetable and UK Debt Management Office would, therefore, expect a timely response to any such consultation within five working days.

If you provide any information to UK Debt Management Office in connection with this procurement exercise, which is confidential in nature and which you wish to be held in confidence, then you must clearly identify in your confirmation of the conditions of this letter the information to which you consider a duty of confidentiality applies. You must give a clear indication which material is to be considered confidential and why you consider it to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate. In addition, marking any material as "confidential" or equivalent should not be taken to mean that UK Debt Management Office accepts any duty of confidentiality by virtue of such marking. Please note that even where you have indicated that information is confidential, UK Debt Management Office may be required to disclose it under the FOIA if a request is received.

In certain circumstances where information has not been provided in confidence, UK Debt Management Office may still wish to consult with you about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. The decision as to which information will be disclosed is reserved to UK Debt Management Office, notwithstanding any consultation with you. Further information on FOIA is available at <http://www.foi.gov.uk>.

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 this new contract. We would be grateful if you would confirm your acceptance of this contract against the conditions outlined in this letter of award by signing and returning two copies of this letter of award to me, at the above address within 7 [seven] calendar days of receipt of this contract documentation.

Yours sincerely

[Redacted signature box]

Name: [Redacted name box]

Job Title: Head of IT

Signed for and on behalf of UK Debt Management Office

Signed for and on behalf of 3 Chilies	
Name:	[Redacted name box]
Signature:	[Redacted signature box]
Date:	29/09/16

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