**Identity Methods Limited**

**REDACTED**

Attn:  ***REDACTED***

***REDACTED***

Date: ***23 December 2021***

Contract Reference: ***CCSO21A56***

Dear Nick,

**Award of contract for the Provision of *Gluu Support and Services to Crown Commercial Service***

Following your proposal for the provision of ***Gluu Support and Services*** to ***Crown Commercial Services***, (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between ***Crown Commercial Service*** as the Contracting Authority and ***Identity Methods Limited*** 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 Attachment 5 -Terms and Conditions 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 Attachment 5-Terms and Conditions 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. The Services shall be performed at **REDACTED**
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £70,125.00 excluding VAT.
   3. The specification of the Services to be supplied are contained within Annex 1 - Gluu Support and Services Quote for CCS.
   4. The Term shall commence on ***29 December 2021*** (the “Start Date”) and the Expiry Date shall be ***28 December 2022***.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| ***Crown Commercial Service REDACTED*** | ***Identity Methods Limited***  ***REDACTED*** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:  
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **REDACTED** | **Client Principal** |
| **REDACTED** | **MD** |
|  |  |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED** | **Head of Applications and Infrastructure** |
| **REDACTED** | **Commercial Director - DDS** |
|  |  |

1. **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. If you have a query regarding an outstanding payment please contact Crown Commercial Services Accounts Payable Team either by email to ***REDACTED*** or by telephone ***REDACTED***

1. **Liaison**

For general liaison your contact will continue to be *REDACTED*

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED at the above address within 7days 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.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of ***Crown Commercial Service*** (“the Customer”) | |
| Name: REDACTED |  |
| Signature: REDACTED |  |
| Date: |  |

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

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| Signed for and on behalf of ***Identity Methods Limited*** (“the Supplier”) |
| Name: REDACTED  Job Title: REDACTED |
| Signature: REDACTED |
| Date: |