

Protect



United Kingdom
Debt Management
Office

Eastcheap Court
11 Philpot Lane
London
EC3M 8UD

T [020 7862 6xxx]
F [020 7862 6509]
www.dmo.gov.uk

[redacted], Networkers International PLC,
8-10 Dryden Street,
London, WC2E 9NA

30/08/16

Dear [redacted]

Award of Contract – CM/AAC/09/5124 (NON MEDICAL/NON CLINICAL)

On behalf of UK Debt Management Office, I am pleased to confirm that, Networkers International PLC, has been awarded the contract for the above opportunity.

Definitions of contract:

"The Department" shall mean UK Debt Management Office, Eastcheap Court, 11 Philpot Lane, London, EC3M 8UD

"The Contractor" shall mean

- 1) Candidate: [redacted]
- 2) Role: Business Analyst
- 3) Rate: £597.25
- 4) Start Date: 15/09/16
- 5) End Date: 14/3/17
- 6) Extensions: Subject to approvals

Payment

All invoices should be sent, quoting a valid purchase order number to: DMO Finance, Eastcheap Court, 11 Philpot Lane, London, EC3M 8UD

To avoid delay in payment it is important that the invoice is compliant and that it includes a 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.

Government Transparency Agenda

The government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, government has made a commitment that all new central government contracts will be published in full from January 2011. DMO will publish in line with the guidance and will redact any confidential information. Please advise the DMO of any information applicable to this contract that should be redacted when returning the signed award letter.

All contracted staff are expected to be able to provide written assurance that they are legitimately paying appropriate tax and NI contributions and evidence of this may be requested in the future. If assurance is requested and not provided DMO reserve the right to terminate the contract.

Protect

Protect

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.

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 Tenders in response to such a request, unless UK Debt Management Office decides that one of the statutory exemptions under the FOIA applies.

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.

Termination

The Department reserves the right to terminate the assignment in line with the Terms and Conditions of the Framework Agreements. (Please also refer to the section about tax arrangements on Government Transparency Agenda).

Liaison

For general liaison your contact will be [redacted].
Please can you 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.
Yours sincerely

[redacted]

Name: [redacted]

Job Title: Head of IT

Date: 30/08/16

Signed for and on behalf of UK Debt Management Office

Signed for and on behalf of Networkers

Name:

Signature:

[redacted]

Date:

2/9/16

Protect