



Department
for Environment
Food & Rural Affairs

North Highland

Ref: 36884

Date: 10/10/2022

Dear

Award of contract for the supply of APHA Transformation Programme

Following your tender/ proposal for the supply of APHA Transformation Programme to APHA (on behalf of Defra Group), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Defra Group as the Authority and North Highland 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Services shall be performed at a combination of at Authorities premise located at and virtually. The Contract Manager will inform of the working location weekly.
2. The charges for the Services shall be as set out in Annex 3 dated 12th September 2022.

3. The specification of the Services to be supplied is as set out in Annex 2 dated 12th September 2022.
4. The Term shall commence on **17th October 2022** and the Expiry Date shall be **16th January 2023**, unless extended or subject to early termination.
5. The address for notices of the Parties are:

Authority	Supplier
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]
Email: [REDACTED]	Email: [REDACTED]

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

Name	Title
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

7. The Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each

such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to [REDACTED] 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). 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 either by email to [REDACTED]

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] at the above address within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

Signed for and on behalf of APHA:

Name: [REDACTED] Interim [REDACTED]	Name: [REDACTED] Commercial Lead (Defra Group)
Signature: [REDACTED]	Signature: [REDACTED]
Date: 11th October 2022	Date: 11th October 2022

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of North Highland:

Name: [REDACTED] [REDACTED]	
Signature [REDACTED]	Date: 10-Oct-2022