

Advanced Legal Solutions Limited
Registration Number: 03214465

The Mailbox Level 3,
101 Wharfside Street,
Birmingham,
United Kingdom,
B1 1RF

Attn: [REDACTED]

By email to: [REDACTED]

Date: 29 February 2024

Our ref: con_23531

Dear Sirs,

Award of contract for the supply of Barrister's Chambers Software & Services (2024)

Following your proposal for the supply of Barrister's Chambers Software & Services (2024) to The Secretary of State for Justice **with** Public Defender Service (PDS) as beneficiary "**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 the Secretary of State for Justice as the Authority and Advanced Legal Solutions 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 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.

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

- 1) The Services shall be principally performed remotely at the Supplier's premises. The premises of Advanced Legal Solutions Limited is:

The Mailbox Level 3, 101 Wharfside Street, Birmingham, United Kingdom, B1 1RF,

And

Other Authority locations as agreed between the parties.
- 2) The charges for the Services shall be as set out in Annex 3 and detailed below in Annex 2
- 3) The specification of the Services to be supplied is as set out in Annex 3.
- 4) The Term shall commence on 1st March 2024 and the Expiry Date shall be 28th February 2026 unless it is terminated in accordance with the Agreement.

- 5) The address for notices of the Parties are:

Authority

The Secretary of State for Justice

Buyer's main address:
102 Petty France
London
SW1H 9AJ

Attention: [REDACTED]

Email: [REDACTED]

Supplier

Advanced Legal Solutions Limited
Registration Number: 03214465

The Mailbox Level 3,
101 Wharfside Street,
Birmingham,
B1 1RF

Attention: [REDACTED]

Email: [REDACTED]

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

Supplier: [REDACTED]

[REDACTED]

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Authority: [REDACTED]

[REDACTED]

102 Petty France, London, SW1H 9AJ

- 7) For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy/ and environmental policy is:

[REDACTED]

- 8) The Customer 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 Customer, or is of a type otherwise advised by the Customer (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

Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice for services paid in arrears. All invoices must be sent, quoting a valid purchase order number (PO Number), to:

[REDACTED]

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 Customer 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 PDS Operations Team for queries relating to Accounts Payable by email to [REDACTED]

Liaison

For general liaison your contact will continue to be:

Operations: [REDACTED]

Commercial: [REDACTED]

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 the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Ali Rattansi, Senior Commercial Manager ([REDACTED]) electronically **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,

Signed for and on behalf of Secretary of State for Justice

Name: [REDACTED]
[REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

We accept the terms set out in this letter and its **Annexes**, including the Conditions and the Supplier Terms in Annex 4.

Signed for and on behalf of Advanced Legal Solutions Limited

Name: [REDACTED]
[REDACTED]

Signature:

Date: [REDACTED]

Ministry of Justice

Annex 1: Terms and Conditions of Contract for Services

- 1 Interpretation
[REDACTED]
- 2 Supply of Services
[REDACTED]
- 3 Term
[REDACTED]
- 4 Charges, Payment and Recovery of Sums Due
[REDACTED]
- 5 Premises and equipment
[REDACTED]
- 6 Staff and Key Personnel
[REDACTED]
- 7 Assignment and sub-contracting
[REDACTED]
- 8 Intellectual Property and Indemnity
[REDACTED]
- 9 Governance and Records
[REDACTED]
- 10 Confidentiality, Transparency and Publicity
[REDACTED]
- 11 Freedom of Information
[REDACTED]
- 12 NOT USED
[REDACTED]
- 13 Liability
[REDACTED]
- 14 Force Majeure
[REDACTED]
- 15 Termination
[REDACTED]
- 16 Compliance
[REDACTED]
- 17 Prevention of Fraud and Corruption
[REDACTED]

18 Dispute Resolution

[REDACTED]

19 General

[REDACTED]

20 Notices

[REDACTED]

21 Governing Law and Jurisdiction

[REDACTED]

22 Exit Strategy

[REDACTED]

23 Handover to replacement supplier

[REDACTED]

24 Security

[REDACTED]

ANNEX 2 – CHARGES

[REDACTED]

ANNEX 3 - SPECIFICATION AND SUPPLIER PROPOSAL

[REDACTED]

ANNEX 4 - SUPPLIER TERMS

[REDACTED]

ANNEX 5 - THIRD-PARTY EULA

[REDACTED]