



Civica UK Ltd  
C/O REDACT  
2 Burston Road  
Putney  
London  
SW15 6AR

Date: 21<sup>st</sup> February 2017

Procurement ref: CCZZ16A19

Dear REDACT

**Award of contract for the supply of ICTA Data Collection and Database Management**

Following your recent tender proposal for the supply of Data Collection and Database Management research services to the Home Office's Crime and Policing Analysis Unit, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) set out the terms of the contract between the Home Office as the Customer and Civica UK Ltd as the Supplier for the provision of the Service. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract (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 Customer and may delay the conclusion of the Agreement.

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

- 1.1. The Service shall be performed at the Customer's location at REDACT.
- 1.2. The total contract value shall be £49,800 including all extension options.
- 1.3. The Term shall commence on 27<sup>th</sup> February 2017 (the "Start Date") and the Expiry Date shall be 26<sup>th</sup> February 2019. The Authority reserves the option to extend the contract by 12 months.

**2. Liaison**

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 Service. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to via the E-Sourcing portal **within 7** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of the Home Office ("the Customer")

Name: REDACT



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crownccommercial.gov.uk](mailto:info@crownccommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

---

Signature: REDACT