



HM Revenue  
& Customs

**HM Revenue & Customs**

100 Parliament Street

Westminster

London SW1A 2BQ

and

CSI Tech Ltd

2<sup>nd</sup> Floor

Tower House

Fairfax Street

Bristol BS1 3BN

Commercial Directorate Ref: Cryptocurrency Training Course SR167957475

## **Form of Agreement**

### **Schedules**

**Schedule A Service Order**

**Schedule B Not Applicable - Service levels and KPIs**

**Schedule C Not Applicable - Contract Management Plan and Management Information**

**Schedule D Not Applicable - Exit Management Plan**

**Schedule E HMRC Terms and Conditions**

**Schedule F Contractor Quote**

## Form of Agreement

This Agreement is made between Her Majesty’s Revenue and Customs (the Client) of 100 Parliament Street, Westminster, London, SW1A 2BQ and CSI Tech Ltd (the Contractor) whose main or registered office is at 2<sup>nd</sup> Floor, Tower House, Fairfax Street, Bristol, BS1 3BN, together referred to as “the Parties” and is effective as of 7<sup>th</sup> January 2019 (“Commencement Date”)

It is agreed that:

This Form of Agreement together with the Terms and Conditions and Schedules are the documents that collectively form the “Contract”.

The Contract effected by the signing of this Form of Agreement constitutes the entire agreement between the Parties relating to the subject matter of the Contract and supersedes all prior negotiations, representations or understandings whether written or oral.

Signed for and on behalf of:

|            | <b>HM Revenue &amp; Customs:</b> |            | <b>CSI Tech Ltd</b> |
|------------|----------------------------------|------------|---------------------|
| Signature: |                                  | Signature: |                     |
| Name:      |                                  | Name:      |                     |
| Capacity:  |                                  | Capacity:  |                     |
| Date:      |                                  | Date:      |                     |
| Address:   |                                  | Address:   |                     |
| Telephone: |                                  | Telephone: |                     |
| email:     |                                  | email:     |                     |

## Schedule A Service Order

| HM REVENUE & CUSTOMS SERVICE ORDER  |  |
|---|--|
| <b>A1. HMRC Information</b><br>Purchase Order to be issued under separate cover                   |  |
| CD Reference:   | Cryptocurrency Training Course SR167957475 |
| Purchase / Limit Order No   | To be confirmed separately                 |
| Material Group:<br>For HMRC use only  |  |
| <b>HMRC Commercial Contact</b>  |  |
| Name:   | Not Applicable                             |
| Contact Telephone No.:  |  |
| email:  |  |
| <b>HMRC Work Manager</b>  |  |
| Name:   | Redacted FOIA 2000 S41                     |
| Contact Telephone No.:  | Redacted FOIA 2000 S41                     |
| Contact Address:  | Redacted FOIA 2000 S41                     |
| email:  | Redacted FOIA 2000 S41                     |
| HMRC Authorised Officer:<br>(Sponsor/Budget Approver/Invoicing & timesheets)                      | Redacted FOIA 2000 S41                     |
| <b>A2. Contractor Information</b>   |  |
| Vendor (Supplier):  | CSI Tech Ltd                               |
| Contact:  | Redacted FOIA 2000 S41                     |
| Contact Tel No:   | Redacted FOIA 2000 S41                     |
| Contact Address:  | Redacted FOIA 2000 S41                     |
| email:  | Redacted FOIA 2000 S41                     |
| Contractor / Key Personnel:   | Redacted FOIA 2000 S41                     |
| <b>A3. Contractual Detail</b>   |  |
| Special Terms and Conditions:<br>e.g. overtime, expenses, travel & subsistence,<br>notice period. | Not Applicable                             |

| <b>A4. Project Information</b>                |  |
|---|--|
| Project Title                                 | Cryptocurrency Training Course SR167957475 |
| Primary Location:<br>(including full address) | Redacted FOIA 2000 S41                     |
| Start Date:                                   | 7 <sup>th</sup> January 2019               |
| End Date:                                     | 9 <sup>th</sup> January 2019               |

| <b>A5. Commercial Detail</b>  |                        |
|---|------------------------|
| Provision of 3 day Cryptocurrency for Investigators training course for 10 delegates at Redacted FOIA 2000 S43 per delegate | Redacted FOIA 2000 S43 |
|   | £                      |
|   |                        |
| <b>Grand Total (£)</b><br>exclusive of VAT:   | Redacted FOIA 2000 S43 |

HMRC operates an Enterprise Resource Planning (electronic trading/ordering) system and has a Purchase Order Mandatory Policy. Suppliers will be required to provide information so that they can be adopted onto the system. Payment will be made by BACS within 30 days of receipt of valid invoice.

Invoices should be sent to Redacted FOIA 2000 S41

All invoices should include Purchase Order details. Invoices received without a Purchase Order number may be rejected.

**A6.**

**Specification of Requirements / Role Description / Deliverables**

The section below should be used to provide clear details relating to the requirements for delivery of the project/assignment. It should include, where appropriate, milestones / key deliverables with dates, and proposals for skills transfer.

Provision of 3 day Cryptocurrency for Investigators training course for 10 delegates from 7th to 9th January 2019

Contractor and HMRC Work Manager to discuss finer details e.g. start and end times of the training, at a time to be agreed between the parties.

At the end of the training the delegates will:

- be equipped with up to date appropriate knowledge of cryptocurrency specific to Law enforcement use
- know how to deal with identification and seizure of Cryptocurrency/assets during forensics examinations plus intelligence and investigative leads relating to their use
- able to identify and handle Cryptocurrency assets in a manner that is evidentially sound and secured according to good practice
- understand opportunities and techniques for tracing transactions

The contractor will provide all reasonable equipment required for this course.

## Expenses

The aim of HMRC is to make our travel practices more sustainable by:

- reducing our business travel footprint;
- choosing alternatives to travel (such as telephone or video conference);
- adopting more sustainable ways of travelling when it is necessary to do so (public transport over private vehicles).

**To help HMRC meet it's target of reducing carbon emissions from business travel by at least 10% please consider:**

- Avoiding travel by using telephone and video conferencing as the default medium.
  - Only using private cars as the last option after public transport and hire cars.
1. Travel to and from the Primary Location will be met from the day rate.
  2. Expenses are payable where travel to other locations is required as part of the assignment forming part of this agreement. Where an overnight stay is required HMRC will pay for actual bed and breakfast costs within the current maximum limits detailed below. Any other subsistence or incidental expenses are not payable. Receipts must be provided.

| <b>Short-term Night Subsistence Allowances<br/>Bed &amp; Breakfast Capped Rates</b><br>Effective from 01/04/17 |                      |
|--|----------------------|
| Location   | Maximum Nightly Rate |
| London / within M25 (excluding Heathrow Airport)   | £130                 |
| Bristol; Heathrow Airport  | £100                 |
| Oxford; Portsmouth   | £95                  |
| Elsewhere in UK  | £90                  |
| <b>Travel</b>  |                      |
| Mileage Allowance  | 45 pence per mile    |
| Rail Travel  | Standard Class       |
| Air Travel   | Economy Class        |

3. Hotel Reservation and Tickets shall be booked via HMRC's travel and hotel booking service. Further information will be provided by the HMRC Work Manager. Bookings should always be approved by the HMRC Work Manager.
4. All other expenses will be payable at the discretion of HMRC. The Contractor shall not incur any such expenses without the prior approval of the HMRC Work Manager. Any expense incurred by the Contractor without prior approval shall not be reimbursed.

**Schedule B      Service levels and KPIs**

Not Applicable

**Schedule C      Contract Management Plan and Management  
Information**

Not Applicable

**Schedule D      Exit Management Plan**

Not Applicable

**Schedule E      HMRC Terms and Conditions**



HMRC Terms and  
Conditions.docx

**Schedule F      Contractor Quote**

Redacted FOIA 2000 S43