



**Alcium Software Limited
6b Churchill Way, Chapeltown
Sheffield S35 2PY**

Attn: **REDACTED**

Date: 14th December 2020

Contract Reference:CCSO20A79

Dear Sir,

Award of Contract for the Provision of Enhanced Government Property Finder BETA

Following your bid / proposal for the provision of an online portal for advertising government properties being sold or let to the Office of Government Property, (The Contracting 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 Office of Government Property as the Contracting Authority and Alcium Software 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 its Annexes) and the Conditions, this Award Letter (and its Annexes) 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be delivered at remotely at the Suppliers premises and at the Contracting Authorities premises at 1 Horse Guards Road, London SW1A 2HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £85,000.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 7th December 2020 (the “Start Date”) and the Expiry Date shall be 31st March 2021. The Customer reserves the option to extend the contract by one periods of one year.
- 1.5. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

The Office of Government Property
1 Horse Guards Road, London SW1A 2HQ
Attention: **REDACTED**
Email: **REDACTED**

Supplier

Alcium Software Limited
6b Churchill Way, Chapeltown
Sheffield S35 2PY
Attention: **REDACTED**
Email: **REDACTED**

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

1.6.1. For the Supplier:

| Name | Title/Role for the Supplier |
|-----------------|--------------------------------------|
| REDACTED | Design & Digital Services |
| REDACTED | Sales Director |
| REDACTED | Director |

1.7.2 For the Contracting Authority:

| Name | Title/Role for the Contracting Authority |
|-----------------|--|
| REDACTED | Head of Information and Systems |
| REDACTED | Property Business Partner |
| | |

1.7. The Contracting 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 Contracting Authority, or is of a type otherwise advised by the Contracting 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.

2. Payment

2.1. This Contract will be paid in two (2) instalments.

2.1.1. Instalment 1 will encompass 100% of the Fixed price proposal for the discovery phase. This will occur after successful and agreed delivery of Milestone 1.

2.1.2. Instalment 2 would be optional based on the outcomes of the discovery and will encompass 100% of the Fixed price proposal for the design and build of GPF. This will occur after successful and agreed delivery of Milestone 5.



2.1.3. Instalment 3 would be optional and will encompass 100% of the Fixed price proposal for the website hosting and support. This will occur at the end of the Contract.

2.2. Payment can only be made following satisfactory delivery of the pre-agreed certified products and deliverables.

2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

2.4. The Authority will issue a purchase order at the start of the contract. To enable prompt payment The Supplier shall submit invoices for payment clearly quoting the purchase order number to

REDACTED

3. 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** within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of The Office for Government Property("the Customer")

Name: **REDACTED**

Job Title: **REDACTED**

Signature:

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of ("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature:

Date: