

OFFICIAL



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

T 0345 010 3503  
E [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)  
[www.gov.uk/ccs](http://www.gov.uk/ccs)

**Epiq Europe Ltd**  
4th Floor,  
11 Old Jewry,  
London,  
England,  
EC2R 8DU

Attn: REDACTED

**Date: Monday 22<sup>nd</sup> March 2021**

**Contract ref: CCIN20A01**

Dear REDACTED,

**Award of contract for the Provision of Stenography Services for the Intelligence & Security Committee of Parliament**

Following your proposal for the Provision of Stenography Services for the Intelligence & Security Committee of Parliament (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between ***the Intelligence & Security Committee*** as the Contracting Authority and ***Epiq Europe Ltd.*** 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 performed at the Contracting Authority’s premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £50,000.00 (ex VAT).
- 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. Where there is conflict, Annex 3 shall take precedence.
- 1.4. The Term shall commence on ***Monday 12<sup>th</sup> April 2021*** (the “Start Date”) and the Expiry Date shall be ***Thursday 11<sup>th</sup> April 2024. There is no option to extend this contract.***

---

OFFICIAL

OFFICIAL



Crown  
Commercial  
Service

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

T 0345 010 3503  
E info@crowncommercial.gov.uk  
  
www.gov.uk/ccs

1.5. The address for notices of the Parties are:

Contracting Authority	Supplier
<b>Office of the Intelligence &amp; Security Committee of Parliament PO Box 76254, London, SW1P 9NJ</b>  Attention: <b>Office Manager</b> Email: <b>REDACTED</b>	<b>Epiq Europe Ltd 4th Floor, 11 Old Jewry, London, England, EC2R 8DU</b>  Attn: <b>REDACTED</b> Email: <b>REDACTED</b>

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
<b>REDACTED</b>	<b>REDACTED</b>
<b>REDACTED</b>	<b>REDACTED</b>

1.6.2. For the Contracting Authority:

Name	Title/Role for the Contracting Authority
<b>REDACTED</b>	<b>REDACTED</b>
<b>REDACTED</b>	<b>REDACTED</b>

For the purposes of the Agreement the Staff Vetting Procedures (& data security requirements) are set out within Annex 3.

## 2. Payment

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

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

Invoices should be submitted by email to: apinvoices-cab-u@gov.sscl.com and side copied to the ISC. Invoices submitted via email must be in pdf format and include the PO number clearly within the invoice.

## 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 the Procurement Lead via the eSourcing platform **within two (2) days** from the

OFFICIAL

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 the Intelligence & Security Committee of Parliament ("the Customer")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 22<sup>nd</sup> March 2021

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

Signed for and on behalf of Epiq Europe Ltd. ("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 24<sup>th</sup> March 2021