



Capita Resourcing Ltd



Attn:

Date: 21st June 2017

Procurement ref: CCHR17A96

Dear ,

Award of contract for the Provision of an Agency for Recruitment Services

Following your tender / proposal for the Provision of an Agency for Recruitment Services to Disclosure & Barring Service, 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 Disclosure & Barring Scheme as the Customer and Capita Resourcing 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 Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed at the supplier’s premises at
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £450,000 (excl. VAT) including all extension options. As this is a call off contract, volumes are not guaranteed.
- 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 21st June 2017 (the “Start Date”) and the Expiry Date shall be 20th June 2019. The Authority reserves the option to extend the contract by a further year.



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1.5. The address for notices of the Parties are:

Customer

Disclosure & Barring Service, Shannon



Attention: [Redacted]
Email: [Redacted]

Supplier

Capita Resourcing Ltd



Attention: [Redacted]
Email: [Redacted]

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

Name	Title/Role
[Redacted]	Sourcing Executive
[Redacted]	Commercial Contract Manager

2. Payment

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

All invoices must be sent, quoting a valid purchase order number (PO Number), to: SSCL, [Redacted]. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid 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 returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to [Redacted] or by telephone [Redacted] between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be [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 via the eSourcing 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 Disclosure & Barring Scheme (“the Customer”)

Name:

Sourcing/Category Specialist - Consultancy Team

Signature:

Date: 21st June 2017

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

Signed for and on behalf of Capita Resourcing (“the Supplier”)

Name:

Client Relationship Director

Signature:

Date: 27th June 2017