



Certus Advisory Ltd  
REDACTED

Attn: REDACTED

Date: **20/03/20**

Contract Reference: **CCSO20A20**

Dear REDACTED,

**Award of contract for the Provision of Government Mobile Consultancy**

Following your confirmation for the provision of Government Mobile Consultancy services to Crown Commercial Service, (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 Crown Commercial Service as the Contracting Authority and Certus Advisory 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 location of the Services will be carried out at the supplier’s discretion, however attendance at the Customer’s offices in REDACTED may be required. Further details regarding specific location addresses shall be disclosed upon Contract Award.
- 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 £213,000 (excl. VAT).
- 1.3. The specification of the Services to be supplied is as set out in Annex 2 and within the Supplier’s response at Annex 3. Where there is conflict Annex 2 shall take precedence.
- 1.4. The Term shall commence on 20<sup>th</sup> March 2020 (the “Start Date”) and the Expiry Date shall be 4<sup>th</sup> April 2020. There shall be no option to extension.
- 1.5. The address for notices of the Parties are:

**Contracting Authority**

**Crown Commercial Service**  
REDACTED

**Supplier**

**Certus Advisory Ltd**  
REDACTED

OFFICIAL



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	REDACTED
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED
REDACTED	REDACTED

## 2. Payment

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

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

This contract will be on day rate call-off basis for one service designer (outside of IR35) at a Capped day rate of REDACTED per day. Travel and expenses are capped at REDACTED and are subject to CCS approval and travel policy.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**.

Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 either by email to **REDACTED** or by telephone **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 **the Procurement Lead via email within one day** 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 Crown Commercial Service (“the Customer”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 13 March 2020

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

Signed for and on behalf of **Certus Advisory Ltd** (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**