



[Redacted]
[Redacted]

Attn: [Redacted]
[Redacted]

Date: 7th April 2017
Procurement ref: CCSO17A56

Dear Sir/Madam,

Award of contract for the supply of Automic Software Maintenance Renewal

Following your tender / proposal for the supply of a Automic Software Maintenance Renewal to Automic Software Ltd, 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 Home Office as the Customer and Automic Software Ltd. as the Supplier for the provision of the Goods. 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 Goods shall be delivered to the customers premises at:
[Redacted]
- 1.2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be [Redacted], including all extension options.
- 1.3. The specification of the Goods 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 retrospectively commence on 1st November 2015 (the “Start Date”) and the Expiry Date shall be 31st October 2016.
- 1.5. The address for notices of the Parties are:

Customer	Supplier
Home Office Attention: [Redacted]	Automic Software Ltd Attention: [Redacted]



Email:
[Redacted]

Email: [Redacted]

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

Name	Title/Role
[Redacted]	Customer Lead
[Redacted]	Supplier Lead/ Legal

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to Home Office Shared Services Connected Ltd., HO Box 5015, Newport, Gwent. NP20 9BB. 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 01633 581644 between 09:00-17:00 Monday to Friday

3. Liaison

For general liaison your contact will continue to be Susan Carty.

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 Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **[Redacted]** via email **[Redacted]** Mailbox, with Reference: **[Redacted]** in the subject heading within 5 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 on behalf of the Home Office ("the Customer")

Name: [Redacted]
[Redacted]

Signature: [Redacted]

Date: 07/04/2017



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of Automic Software Ltd. (“the Supplier”)

Name: [Redacted]

[Redacted]

Signature:

Date:

OFFICIAL