

HMRC Down Stream Access - Contract Summary Sheet

1. Contract Information

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| 1.1 Contract Title | 1611-SCR-SR46134905-DSA | |
| 1.2 Supplier Name(s) | UK Mail Ltd | |
| 1.3 Contract Reference | CW10940 | |
| 1.4 File Reference (e.g. CAF) | 1611-SCR-SR46134905 RM782 DSA Retender | |
| 1.5 Contract Type | HMRC Contract <input type="checkbox"/> | Enabled? <input type="checkbox"/> |
| | HMRC Framework <input type="checkbox"/> | Enabled? <input type="checkbox"/> |
| | CCS / OGD Framework Call Off Yes | <input type="checkbox"/> |
| | OGD enabled contract | <input type="checkbox"/> |
| 1.6 Contract Term | Start Date | 1 st June 2017 |
| | End Date | 30 th June 2020 |
| | Extension Options | 30 th June 2021 |
| 1.7 Contract value | £1.4M | |
| 1.8 Brief description of Contract HMRC has a Customer Direct Agreement with Royal Mail group (RMG) and requires Downstream Access to Royal Mail's services under Condition 9 of RMG's postal licence. Specifically this contract requires; <ul style="list-style-type: none"> • The successful collection and delivery in accordance with agreed standards of pre-sorted post from agreed HMRC sites to Royal Mail • The successful collection, sortation and delivery of unsorted post from agreed HMRC sites to Royal mail The supplier shall ensure that any of their systems or processes critical to the injection of mail into Royal Mail's delivery stream are integrated with those of HMRC's chosen print service provider or providers and shall undertake due diligence as part of any site visits and/or supplier days to identify to HMRC any technical or cost dependencies which may impact the ability of the supplier to achieve integration. | | |

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| 1.9 Additional Information (Should include the time needed for any future re-render of the requirements should it be needed, including the time needed for the re-development of the specification and market re-engagement) |
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2. Contract Management

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| 2.1 Management Tier | 1 | | 2 | X | 3 | | 4 | |
| 2.2 Managed By: | Commercial X <input type="checkbox"/> | | | Business X <input type="checkbox"/> | | | | |
| 2.3 Formal Contract Management Plan in place | | | | | | | | Y/N |
| 2.4 File Reference (e.g. CAF) for CM plan | | | | | | | | |
| 2.5 Frequency of CM meetings with Supplier | | | | | | | | |
| 2.6 Frequency of stakeholder meetings | | | | | | | | |
| 2.7 Additional Contract Management Information | | | | | | | | |
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| 2.8 Key Contact Details | | | | | | | | |
| | Supplier | | | Supplier | | | | |
| Name | | | | | | | | |

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|--------------|-------------------|-------------------|
| Title / Role | | |
| e-Mail | | |
| Telephone | | |
| | | |
| | Business | Business |
| Name | | |
| Title / Role | | |
| e-Mail | | |
| Telephone | | |
| | | |
| | Commercial | Commercial |
| Name | | |
| Title / Role | | |
| e-Mail | | |
| Telephone | | |