Proversity.org Ltd,   
10-11 Archer St,   
Soho,   
London,  
W1D 7AZ

This text has been redacted under the exemptions set out by the Freedom of Information Act.

Date: Thursday 19th March 2020

Contract ref: CCHR19A93

Dear Sir/Madam,

**Award of contract for The Provision of Digital Learning Course Development for GCS – Digital Communications**

Further to your submission of a bid for the above Procurement, on behalf of Government Communications Service (the “Authority”), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the 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 Government Communications Service as the Contracting Authority and Proversity.org 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. The location of the Services will be carried out on-line, and within Government offices in Whitehall, London, UK. A limited amount of the Services may be required to be carried out overseas, for example to produce course content drawn from GCS practitioners working with overseas Governments. If necessary, these costs will be covered by GCS. All overseas travel is to be approved by the Contracting Authority, paid in line with Cabinet Office Travel and Subsistence policy.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £90,000.00 excluding VAT.
   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.
   4. The Term shall commence on Monday 23rd March2020 (the “Start Date”) and the Expiry Date shall be Friday 22nd October 2021. There is no option to extend this contract.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet Office, Government Communication Service, 1 Horseguards Road, London, SW1A 2HQ  Attention: This text has been redacted under the exemptions set out by the Freedom of Information Act. | Proversity.org Ltd,  10-11 Archer St,  Soho,  London, W1D 7AZ  Attn: This text has been redacted under the exemptions set out by the Freedom of Information Act. |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

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1.7.2 For the Contracting Authority:

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1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: 1 Horseguards Road, London, SW1A 2HQ. 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), description of the services (as delivered), 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.

1. **Liaison**

For general liaison your contact will continue to be This text has been redacted under the exemptions set out by the Freedom of Information Act

Please confirm your acceptance of the award of this contract by signing and returning a copy of this letter to ***the Procurement Lead*** via return message on the eSourcing platform **within two (2)** days 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.

You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of Government Communications Service (“the Customer”)

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

Signed for and on behalf of Proversity.org Ltd (“the Supplier”)

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