**KPMG LLP**

**15 Canada Square**

**London**

**E14 5GL**

Attn: [REDACTED]

Email: [REDACTED]

Date: 5th December 2017

Procurement ref: CCCC17A96

Dear [REDACTED],

**Award of contract for the supply of Consultancy Services to Review the Approach to Information Security and Information Risk Management**

Following your tender / proposal for the supply of Consultancy Services to Review the Approach to Information Security and Information Risk Management to the College of Policing, 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 the College of Policing as the Customer and KPMG LLP 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:**

## The location of the Services will be carried out at the successful Potential Providers premises but with regular travel to College of Policing offices. The main base location will be at the London office 10th floor, River​​side House, 2A Southwark Bridge Road, London SE1 9HA. This will be for initial set up meetings and Contract review meetings. We will endeavour to use technology and dial in facilities where appropriate.

## The other office locations which the supplier may be required to visit will be:

## Leamington Ro​​ad, Ryton-​​​on-Dunsmore, Coventry CV8 3EN

## Central House, Beckwith Knowle, Otley Road, Harrogate HG3 1UF

## Priestley House, Priestley Road, Basingstoke, Hampshire, RG24 9NW

## Harperley Hall, Fir Tr​​​​​​ee, Crook, County Durham DL15 8DS

## The charges for the Services shall be as set out in Annex 2. The total contract value shall not exceed £65,000 (ex VAT), including all extension options.

## 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.

## The Term shall commence on 11th December 2017 (the “Start Date”) and the Expiry Date shall be 16th February 2018. The Authority reserves the option to extend the contract by 1 period of up to 10 weeks.

## The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| College of Policing  Leamington Ro​​ad  Ryton-​​​on-Dunsmore  Coventry  CV8 3EN  Attention: [REDACTED]  Email: [REDACTED] | KPMG LLP  15 Canada Square,  London,  E14 5GL  Attention: [REDACTED]  Email: [REDACTED] |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| [REDACTED] | **Corporate Director** |
| [REDACTED] | **Contract Manager** |

## The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

# **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number) electronically, to: Accounts payable College of Policing [REDACTED] within 30 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 Accounts Payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00-17:00 Monday to Friday.

# **Liaison**

For general liaison your contact will continue to be [REDACTED] email [REDACTED] tel – [REDACTED] or, in their absence, [REDACTED] email [REDACTED] tel – [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 to Hannah Edwards on the e-Sourcing 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours sincerely,

|  |  |
| --- | --- |
| Signed for on behalf of College of Policing (“the Customer”) | |
| Name: [REDACTED] |  |
| Signature: [REDACTED] |  |
| Date: |  |

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

|  |  |
| --- | --- |
| Signed for and on behalf of KPMG LLP (the Supplier”) | |
| Name: [REDACTED] |  |
| Signature: [REDACTED] | Date: |