

upReach Services
Limited
REDACTED
Attn: REDACTED
REDACTED

17 September 2021

Contract Reference: CCHR21A13

Dear REDACTED,

Award of Contract for the Provision of Diversity Outreach Services for Graduate Recruitment - Lot 2

Following your bid / proposal for the provision of Diversity Outreach Services for Graduate Recruitment to HM Treasury, (The Contracting Authority) 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 HM Treasury as the Contracting Authority and upReach Services Limited 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 Services shall mostly be performed at the following addresses which are either the suppliers or sub contractors premises:

1.1.1. REDACTED

1.1.2. REDACTED

1.1.3. REDACTED

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall not exceed £45,000.00 (excluding VAT). This amount is the maximum value for this contract. As this is a “call off” contract, levels of work for this contract cannot be guaranteed. At no point will the Contracting Authority be committed to spending their overall maximum budget.

1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4 and also will be subject to clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.

1.4. The Date of Delivery shall be 13 September 2021.

1.5. The Term shall commence on 13 September 2021 (the “Start Date”) and the expiry date shall be 12 September 2022. The Contracting Authority also reserves the option

to extend the call-off contract by two additional one year periods, subject to further financial approval.

1.6. The address for notices of the Parties are:

Contracting Authority

Supplier

HM Treasury
REDACTED
REDACTED
REDACTED

upReach Services Limited
REDACTED
REDACTED
REDACTED

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

1.7.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2. For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements within Annex 3.

1.8. The Contracting Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check which shall be at least equivalent to the Government Baseline Personnel Security Standard (BPSS).

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 Contracting Authority, or is of a type otherwise advised by the Contracting Authority (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.

2. Payment

2.1. Invoices must be submitted at the end of each calendar month for work completed in that month.

2.2. HMT will raise a purchase order for the entire value of the contract. The Supplier will invoice for each element of the requirement against the purchase order numbers.

2.3. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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

2.5. Invoices should be submitted to: REDACTED

2.6. Payment cannot be made for work still to be done in the future but can be made for design work or work done towards an overall finished product which is not yet complete.

3. Liaison

For general liaison your contact will continue to be REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter as a message to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by 15:00hrs on 13 September 2021. 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 HM Treasury ("the Customer")
REDACTED
REDACTED

REDACTED

10 September 2021

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

Signed for and on behalf of upReach Services Limited
("the Supplier")

REDACTED

REDACTED

Signature:
REDACTED

Date: 21 September 2021