



**Jobvite Inc**  
REDACTED INFORMATION

Attn: REDACTED INFORMATION

Date: **05/03/2020**

Contract Reference: **CCSO19A62**

Dear Sir/Madam,

**Award of contract for the Provision of Jobvite STA**

Following your bid for the provision of **Jobvite Applicant Tracking System** to **Government Commercial Function**, (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 **Government Commercial Function** as the Contracting Authority and **Jobvite Inc** 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 – Jobvite MSA to this Award Letter (the “**Conditions**”). In the event of any conflict between the Award Letter and its Annexes; Annex 1 – Jobvite MSA will take precedence.

**1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**

- 1.1. The Services shall be delivered via cloud software distribution and access to the Contracting Authorities devices.
- 1.2. The charges for the Services shall be as set out in Annex 2 – Jobvite Order form. The total Contract value shall be **£18,820.00**
- 1.3. The specification of the Services to be supplied is as set out in within Annex 1 – Jobvite MSA and Annex 2 – Jobvite Order form.
- 1.4. The Date of Delivery shall be **05th of March 2020**.
- 1.5. The Term shall commence on **05th of March 2020** (the “Start Date”) and the Expiry Date shall be **04th of March 2021**.
- 1.6. The address for notices of the Parties are:

**Contracting Authority**

**Supplier**

OFFICIAL





Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)  
  
[www.gov.uk/ccs](http://www.gov.uk/ccs)

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**Government Commercial Function**  
REDACTED INFORMATION

**Jobvite Inc**  
REDACTED INFORMATION

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED INFORMATION. Within 30 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) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). It must be in PDF format. 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 by email to REDACTED INFORMATION.

## 3. Liaison

For general liaison your contact will continue to be REDACTED INFORMATION.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed Annex 2 – Jobvite Order Form to the Procurement Lead at REDACTED INFORMATION **within 1** day 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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of Cabinet Office (“the Contracting Authority”)  
Name: REDACTED INFORMATION

Job Title: Category Executive

Signature:

REDACTED INFORMATION

Date: 5<sup>th</sup> March 2020

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