**University of Leeds  
Faculty of Social Sciences**

**Beech Grove House**

**Leeds**

**LS2 9JT**

Attn: **REDACTED TEXT**

**REDACTED TEXT**

Date: 27th April 2021

Contract Reference: CCZZ21A07

Dear Sir/Madam,

**Award of contract for the Provision of a Systematic Review of the Evidence of the Lived Experience of Disabled People in the UK**

Following your bid / proposal for the provision of a systematic review of the evidence of the lived experience of disabled people in the UK, to the Cabinet Office (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 the Cabinet Office as the Contracting Authority and University of Leeds 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 services shall be delivered at the supplier’s location at the University of Leeds, Faculty of Social Sciences, Beech Grove House, Leeds, LS2 9JT.
   2. The charges for the services shall be as set out in Annex 2. The total contract value shall be £29,980.00 (excluding VAT), including all extension options.
   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 Thursday 29th April 2021 (the “Start Date”) and the Expiry Date shall be Thursday 28th October 2021. The Customer reserves the option to extend the contract by six (6) months, via one (1) monthly increments, to be reviewed on a monthly basis.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Disability Unit  Cabinet Office  10 Victoria Street  Westminster  London  SW1H 0NB  Attention: REDACTED TEXT  Email: REDACTED TEXT | University of Leeds Faculty of Social Sciences  Beech Grove House  Leeds  LS2 9JT  Attention: REDACTED TEXT  Email: REDACTED TEXT |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |

1. **Payment**

All invoices should be submitted to a chosen contact at the Contracting Authority, which shall be confirmed upon contract award, and invoices must be sent quoting a valid purchase order number (PO Number). 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) 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 REDACTED TEXT, email: REDACTED TEXT or, in their absence, REDACTED TEXT email: REDACTED TEXT

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED TEXT at the above address **within 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 the Cabinet Office(“the Customer”) | |
| Name: REDACTED TEXT  Job Title: REDACTED TEXT |  |
| Signature: REDACTED TEXT |  |
| Date: REDACTED TEXT |  |

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

|  |
| --- |
| Signed for and on behalf of University of Leeds (“the Supplier”) |
| Name**:** REDACTED TEXT  Job Title: REDACTED TEXT |
| Signature: REDACTED TEXT |
| Date: REDACTED TEXT |