

Dear REDACTED,

SINGLE TENDER AWARD: Modern Electoral Registration Programme Support

Further to our discussions regarding support for the development of the Modern Electoral Registration Programme, I hereby award a contract to you.

This letter sets out the services and the terms on which you agree to provide them to the Authority.

A copy of the Terms and Conditions of this Contract can be found in Appendix A of this letter.

Contract

SINGLE TENDER AWARD: Modern Electoral Registration Programme Support

Service Description

This contract with the Association of Electoral Administrators (AEA) covers the provision of consultancy services to the Cabinet Office to support the development of the Modern Electoral Registration Programme (MERP).

A consultant provided by AEA under this contract will be expected to have the following:

- Experience of working in electoral services;
- Technical knowledge of electoral services management systems;
- An understanding of the operation of Individual Electoral Registration processes.

Contract Value

This contract is a call off contract and the agreed day rate for an AEA consultant will be £REDACTED excluding VAT.

Until 31 May 2017, the maximum value of consultancy via this contract is £14,398 excluding VAT, being REDACTED days.

Contract Commencement Date

The contract effective start date shall be REDACTED.

Expiry Date

This contract will expire on 31 May 2017.

Point of Contact

REDACTED

Notices

For the Authority:

REDACTED

For the Supplier:

REDACTED

REDACTED

REDACTED

By signing and returning this Award Letter, the Supplier agrees to a legally binding contract with the Authority to provide to the Authority the Services specified in this Award Letter, incorporating the rights and obligations in the Terms and Conditions of Contract as set out in Appendix A to this Award Letter.

For and on behalf of the Authority:

For and on behalf of the Supplier:

Name REDACTED

Name REDACTED

Signature REDACTED

Signature REDACTED

Please print and sign one (1) copy of the attached contract and send to **REDACTED** by REDACTED.

Yours sincerely

REDACTED