



Behavioural Insights Limited
Redacted
Attn: Redacted

Date: 21st May 2020

Contract Reference: CCZZ20A20

Dear Sir/Madam,

Award of contract for the Provision of Behavioural Insights Procurement

- 1.1 Following your bid / proposal for the provision of expertise in behavioural insights, evaluation and data science to provide research and analysis on spending and policy approaches 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 Behavioural Insights 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:**

The Services shall be performed at:

1.1. The Supplier’s premises Redacted

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £122,000.00, including all extension options.

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. Where there is conflict Annex 3 shall take precedence.

1.4. The Term shall commence on the 16th March 2020 (the “Start Date”) and the Expiry Date shall be the 31st July 2020. There is no **option to extend the contract**.

1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

OFFICIAL



HM Treasury
Redacted

Behavioural Insights Limited
Redacted

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

1.6.1. For the Supplier:
Redacted

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

1.7. 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. 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

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Redacted 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. If you have a query regarding an outstanding payment please contact by email to Redacted

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 to Redacted at the above address **within 3** 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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of HM Treasury (“the Customer”)
Name:Redacted



Job Title: *Redacted*

Signature:

Redacted

Date: 20th May 2020

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

Signed for and on behalf of Behavioural Insights
Limited ("the Supplier")

Name: Redacted

Job Title: Redacted

Signature: Redacted

Date: