



**Russell Reynolds Associates Limited**  
**Almack House,**  
**28 King Street,**  
**London,**  
**SW1Y 6QW**

Attn: [REDACTED]

[REDACTED]

Date: Friday 1<sup>st</sup> June 2018

Contract Reference: CCHR18A30

Dear [REDACTED],

**Award of contract for ‘The Provision of Royal Mint Limited (RML) Chair Executive Search for UK Government Investments (UKGI)’**

Following your tender / proposal for the ‘The Provision of Royal Mint Limited (RML) Chair Executive Search for UK Government Investments (UKGI)’, 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 UKGI as the Customer and Russell Reynolds Associates 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 Customer and the Supplier agree as follows:**

- 1.1. The Services shall be performed at the Supplier’s premises, with meetings held from time to time at the Authority’s premises and as otherwise advised.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £50,000.00 (ex VAT) excluding the extension options – unless the £50,000.00 (ex VAT) has not been spent by the end of the initial 6 month period. A variation to contract for time only and/or further budget will need to be drafted and approved by the contracting authority prior to any extension.
- 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Friday 1<sup>st</sup> June 2018 (the “Start Date”) and the Expiry Date shall be Friday 30<sup>th</sup> November 2018. The Authority reserves the option to extend the contract by a

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further period of up to 6 months.

1.5. The address for notices of the Parties are:

<u>Customer</u>	<u>Supplier</u>
UK Government Investments (UKGI) 1 Victoria Street, London, SW1H 0ET Attention: [REDACTED] Email: [REDACTED]	Russell Reynolds Associates Limited Almack House, 28 King Street, London, SW1Y 6QW Attention: [REDACTED] Email: [REDACTED]

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

Name	Title/Role
[REDACTED]	Customer Lead
[REDACTED]	Supplier Lead

1.7. The Customer 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 Customer, or is of a type otherwise advised by the Customer (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 should be addressed to [REDACTED] with a soft copy sent to: [REDACTED].

2.2. Payment can only be made following satisfactory delivery of pre-agreed deliverables.

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

## 3. Liaison

3.1. For general liaison your contact will continue to be [REDACTED] or in their absence [REDACTED].

3.2. We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **[REDACTED] (CCS Procurement Lead)** via the eSourcing Portal **within 3** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this



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contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received

Yours sincerely,

Signed on behalf of UK Government Investment (“the Customer”)

Name: [REDACTED]  
[REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

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

Signed for and on behalf of Russell Reynolds Associates Limited (“the Supplier”)

Name: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]