

**Kofax UK limited**  
**7 Elmwood Chineham Business Park,**  
**Basingstoke,**  
**Hampshire RG24 8WG.**  
Attn: REDACTED

Date: 10 July 2018  
Procurement ref: CPD04/119/025 - 00295505

Dear Madam,

**Award of 2 year contract for Readsoft Support Renewal**

Following your quote for the Kofax Readsoft Support renewal for the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between MHCLG as the Customer and Kofax UK Limited as the Supplier for the provision of the services.

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

- 1.1. The services shall be performed at the Customer's premises at High Trees, Hillfield Road, Hemel Hempstead, Herts HP2 4XN.
- 1.2. The total 2 year contract value shall be £25,610.13 excluding VAT.
- 1.3. The specification of the services to be supplied is as set out in the Supplier's Sales Order/quote dated 30 May 2018, reference number 180-MR009281-1 including the Kofax Software Licence and Services Agreement terms and conditions.
- 1.4. GDPR does not apply.
- 1.5. The support period will be from 01/05/18 to 30/04/20.
- 1.6. The Term shall commence on 01/05/18 (the "Start Date") and the Expiry Date shall be 30/04/20, ***unless extended or subject to early termination.***

1.7. The address for notices of the Parties are:

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OFFICIAL

F13, Ashdown House,  
Sedlescombe Road North,  
St Leonards on Sea,  
East Sussex TN37 7GA.

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E REDACTED

[www.crowncommercial.gov.uk](http://www.crowncommercial.gov.uk)

**Customer**

MHCLG, 4th Floor,  
High Trees, Hillfield Road  
Hemel Hempstead,  
Herts HP2 4XN  
REDACTED

**Supplier**

Kofax UK Limited  
7 Elmwood Chineham Business  
Park,  
Basingstoke,  
Hampshire RG24 8WG.

REDACTED

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

Name	Title/Role
REDACTED	Customer Lead
REDACTED	Supplier Lead

1.9. 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**

All invoices must be sent, quoting a valid purchase order number (PO Number) and detailed description of the services, to: CLGinvoices@communities.gsi.gov.uk. Within 10 working days of receipt of your countersigned copy of this letter, the Customer 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, description of services and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

**3. Liaison**

For general liaison your contact will continue to be REDACTED

F13, Ashdown House,  
Sedlescombe Road North,  
St Leonards on Sea,  
East Sussex TN37 7GA.

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E REDACTED

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Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED **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 contract

Yours faithfully,

Signed for and on behalf of the Ministry of Housing, Communities and Local Government (“the Customer”)

Name: REDACTED

Signature:

Date:

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

Signed for and on behalf of Kofax UK Limited (“the Supplier”)

Name:

Signature:

Date: