



Arc Legal Assistance

REDACTED

Attn: REDACTED

REDACTED

Date: 25th March 2019

Contract Reference: CCFI19A02

Dear Sir/Madam,

Award of contract for the Provision of Legal Expenses Cover for Special Constables

Following your bid for the provision of Legal Expenses Cover for Special Constables to the Secretary of State for the Home Department, (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 Secretary of State for the Home Department as the Contracting Authority and Arc Legal Assistance 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:

- 1.1. The Services shall be provided from the Supplier’s premises at REDACTED
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £51,789.89 per year. So £103,573.78 if extension option is taken up. The charges include all expenses and Insurance Premium Tax, but exclude VAT.
- 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 Date of Service Commencement shall be 1st April 2019.
- 1.5. The Term shall commence on 1st April 2019 (the “Start Date”) and the Expiry Date shall be 31st March 2020. **The Customer reserves the option to extend the contract by 1 period of 12 months, to 31st March 2021 (1 + 1).**
- 1.6. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

The Home Office

REDACTED

Attention: REDACTED

Email: REDACTED

Supplier

Arc Legal Assistance

REDACTED

Attention: REDACTED

Email: REDACTED

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

1.7.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	Corporate Relations Manager

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	Police Flexibility, Policing Directorate

2. Payment

The Supplier will provide the Services for the period 1st April 2019 to 31st March 2020 at the FIRM rate of £51,789.89, including insurance tax and all expenses, but excluding VAT. The Contracting Authority will make payment bi-annually in advance.

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Home Office

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 Special Constables Policy at the address above.

Liaison

For general liaison your contact will be REDACTED whose details are above.



Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Steve Lewis via the CCS eSourcing Suite **within 1** day 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 the Secretary of State for the Home Department (“the Customer”)

Name: REDACTED

Job Title: Senior Procurement Manager

Signature: REDACTED

Date: 25th March 2019

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

Signed for and on behalf of Arc Legal Assistance
 (“the Supplier”)

Name: REDACTED

Job Title:

Signature: REDACTED

Date: