



Unmind Ltd
REDACTED

Attn: **REDACTED**

Date: **30th June 2020**

Contract Reference: **CCSO19B35**

Dear Sir/Madam,

Award of contract for the Provision of a Digital Wellness Platform to Cabinet Office

Following your bid / proposal for the provision of a Digital Wellness Platform to Cabinet Office (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 Cabinet Office** as the Contracting Authority and **Unmind Ltd** 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.

1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:

- 1.1. The services shall be delivered to the Authority's staff remotely. The supplier may from time to time be called to the authority's premises for contract meetings and discussions. Where this is not possible meetings can be held via video/telephone conference.
- 1.2. The charges for the services shall be as set out in Annex 2. The total contract value shall be £102,456.00 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 2nd July 2020 (the "Start Date") and the Expiry Date shall be 12 months later. The contracting Authority has the option to invoke two additional extensions of one year each. It is assumed these extensions will be invoked unless the authority states otherwise. Where there is conflict on the contract term, this document will take precedence.
- 1.5. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

Supplier

REDACTED

Attn: **REDACTED**

REDACTED

Attn: **REDACTED**

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	Commercial Manager

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	Customer Contact
REDACTED	Customer Contact

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

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. Invoices should be submitted to: **REDACTED**



. An email address will be provided by the **REDACTED**

3. Liaison

For general liaison contact details will be provided by the contracting authority at the initial inception meeting.

Please confirm your acceptance of the award a copy of this award letter should be signed within 7 days along with a copy of the suppliers terms and conditions once they have been examined by the contracting authority. 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 Cabinet Office** ("the Customer") Name: **REDACTED**

Signature: REDACTED

Date:

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

Signed for and on behalf of **Unmind Ltd**

("the Supplier")

Name: **REDACTED**

Signature: REDACTED

Date:

06 / 30 / 2020

REDACTED

REDACTED