



University of Kent

REDACTED

Attn: REDACTED

Date: Tuesday 4th February 2020

Contract Reference: CCSN19A35

Dear Madam,

Award of contract for the Provision of Extension of Research into Family Care

Following your proposal for the provision of an Extension of Research into Family Care to the **Government Equalities Office** (the "Contracting Authority"), we are pleased to award this contract to you.

This Award Letter and its Annexes set out the terms of the contract between the Government Equalities Office as the Contracting Authority and the University of Kent 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 A – Terms and Conditions.

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 carried out at the Supplier's premises (detailed in Section 1.6).
- 1.2. The charges for the Services shall be as set out in Annex B. The total contract value shall be £11,000.00, excluding the five (5) month extension option.
- 1.3. The Statement of Requirement to be supplied is as set out in Annex C and within the Supplier's response at Annex D. Where there is conflict Annex C shall take precedence.
- 1.4. The Contract term commenced on Friday 1st November 2019 and the Expiry Date shall be Friday 30th October 2020. The Customer reserves the option to extend the contract by a period of five (5) months.

1.5. The address for notices of the Parties are:

Contracting Authority	Supplier
REDACTED	REDACTED

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

1.6.1. For the Supplier:

OFFICIAL



Name	Title/Role for the Supplier
REDACTED	REDACTED
REDACTED	REDACTED

1.6.2 For the Contracting Authority:

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

2. Payment

- 2.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.3. Invoices should be submitted to: **REDACTED**
- 2.4. 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 Insert Contracting Authority's Accounts Payable details either by email to insert email address or by telephone insert telephone number.

3. Liaison

For general liaison your contacts will be **REDACTED** and **REDACTED**. Please confirm your acceptance of the award of this contract by signing and returning this letter to **Crown Commercial Service**. No other form of acknowledgement will be accepted.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **the Government Equalities Office** ("the Customer")

REDACTED



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of ***the University of Kent***
("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

OFFICIAL