

**REED BUSINESS INFORMATION LTD****REDACTED,
REDACTED,
REDACTED,
REDACTED,
REDACTED,
REDACTED****Attn: REDACTED
REDACTED**

Date: 10/08/2017

Procurement ref: CCSO17C12

Dear REDACTED,

Award of contract for the Provision of Online Employment Law and HR Information

Following your tender / proposal for the supply of Online Employment Law and HR Information to Disclosure and Barring Service 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 sets out the terms of the contract between Disclosure and Barring Service as the Customer and Reed Business Information 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. 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. Disclosure and Barring Service employees will access the Online Employment Law and HR Information at the following addresses;

1.1.1 REDACTED.

1.1.2 REDACTED.

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £22,290.00 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 15/08/2017 (the "Start Date") and the Expiry Date shall be 14/08/2019. The contract has the option to extend for one (1) further year until 14/08/2020.

1.5. The address for notices of the Parties are:

OFFICIAL

Award letter

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V2.1 10/08/2017

**Customer**

REED BUSINESS INFORMATION LTD
REDACTED
REDACTED
REDACTED,
REDACTED,
REDACTED,
REDACTED,
REDACTED
 Attention: REDACTED
 Email: REDACTED

Supplier

DISCLOSURE AND BARRING SERVICE
REDACTED,
REDACTED,
REDACTED,
REDACTED,
REDACTED
 Attention: REDACTED
 Email: REDACTED

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

Name	Title/Role
REDACTED	DISCLOSURE AND BARRING SERVICE
REDACTED	REED BUSINESS INFORMATION LTD

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED 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, item number (if applicable) and the details (name and telephone number) of your Customer contact. 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 REDACTED by email to REDACTED between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACTED. Email: REDACTED. Tel: REDACTED.

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 (REDACTED) within 7 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 DISCLOSURE AND BARRING SERVICE ("the Customer")

Name: REDACTED

Job Title: 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 REED BUSINESS INFORMATION LTD (“the Supplier”)

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED