



Department
for Work &
Pensions

Department for Work and Pensions

CONTRACT

For the provision of

**Consultancy to deliver a Strategic Business Plan for the DWP
Commercial Directorate**

Between

**THE SECRETARY OF STATE FOR WORK AND PENSIONS
(the "Authority") acting as part of the Crown**

And

**HQI Ltd
("the Contractor")**

CONTRACT REFERENCE NUMBER: TBC

This Agreement is made on the 26th February 2020

between the Parties

The Secretary of State for Work and Pensions
("the Authority") acting as part of the Crown.

of

REDACTED

and

HQI Ltd

of

REDACTED

("the Contractor")

1. SERVICES REQUIREMENTS

(1.1) Services Required:

The services required from the Contractor are contained in the attached requirement document below:

(1.2) Commencement Date: 2nd March 2020

(1.3) Price Payable by Authority:

Fixed Fee: **£23,750.00**, exclusive of VAT plus any permitted expenses from the base location. Expenses will be in line with the DWP Policy on Expenses.

(1.4) Payment Terms: Payment will be made within 30 days of receipt by the Authority of a valid invoice, following the full completion of the service.

(1.5) Completion Date: All services to be completed by 31st March 2020

2. DWP TERMS AND CONDITIONS
See attached document below: With reference to Clause 32, any documentation, processes, reports or materials produced as part of the Services delivered under this contract, defined as Project Specific IPR, will remain the exclusive property of the Authority with full rights for re-use of these materials to support ongoing projects.
3. CONTRACTOR PROPOSAL
See attached document below:
4. SECURITY REQUIREMENTS
The Contractor warrants that any of its personnel deployed in the delivery of services under this agreement has HMG Baseline Personnel Security Standard clearance in place.
5. NON DISCLOSURE AGREEMENT
As part of this Agreement, the Supplier is to enter into a Non-Disclosure Agreement with the Authority.

SIGNED for and on behalf of

SIGNED for and on behalf of

The Secretary of State for Work and Pensions (the Authority) acting as part of the Crown

HQI Ltd

Name _____

Name _____

Position _____

Position _____

Signature _____

Signature _____

Date _____

Date _____