



Ministry of Housing,
Communities &
Local Government

F13, Ashdown House,
Sedlescombe Road North,
St Leonards on Sea,
East Sussex TN37 7GA.

EBSCO International Inc
4th Floor, Kingmaker House,
Station Road,
New Barnet,
Hertfordshire EN5 1NZ

Date: 15 October 2019

Procurement ref: CPD04/118/191

Award of contract for the supply of EBSCO Online Information Service Subscriptions

Following your proposal for the EBSCO Online Information Service Subscription Renewals to the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between MHCLG as the Customer and EBSCO International Inc 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. The services shall be performed at the Customer’s premises at MHCLG, 1st Floor, Fry Building, 2 Marsham Street, London SW1P 4DF.

1.2. The total contract value shall be £83,648.00 excluding VAT.

1.3. The specification of the services to be supplied is as set out in the Supplier’s quotes and detailed below.

Product Name	Users	Start date	End Date	2019/20 £	2020/21 £
EBSCO Package	Unlimited	01/10/2019	30/09/2021	£41,410.00	£42,238.00
Includes EBSCO Discovery Service, Full Text Finder, Academic Search Premier, Business Source Premier, EconLit Full Text and SocINDEX Full Text.					

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1.4. The Term shall commence on 01/10/19 (the “Start Date”) and the Expiry Date shall be 30/09/21, ***unless extended or subject to early termination.***

1.5. The address for notices of the Parties are:

Customer	Supplier
MHCLG, 1 st Floor, Fry Building, 2 Marsham Street, London SW1P 4DF. Attention: REDACTED Email: REDACTED	EBSCO International Inc 4 th Floor, Kingmaker House, Station Road, New Barnet, HERTS EN5 1NZ.. Attention: REDACTED Email: REDACTED

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

Name	Title/Role
REDACTED	Customer Lead

1.7. The Customer 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 Customer, or is of a type otherwise advised by the Customer (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

All invoices must be sent, quoting a valid purchase order number (PO Number) and detailed description of the services, 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, description of services and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

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3. Liaison

For general liaison your contact will continue to be **REDACTED**, email: **REDACTED**.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED (REDACTED)** within 3 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 the Ministry of Housing, Communities and Local Government
("the Customer")

Name: **REDACTED**
Senior Procurement Advisor

Signature:

Date:

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

Signed for and on behalf of EBSCO International Inc ("the Supplier")

Name: **REDACTED**

Signature:

Date:

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