

GAMBLING COMMISSION

Great Place to Work UK
The Loom, Unit G.2
14 Gower's Walk
London
E1 8PY

Attn:

[REDACTED]
[REDACTED]

Date: 20 May 2021
Our ref: CN 20-005

Dear [REDACTED],

Employee Engagement Survey (2021/2022)

Following our discussions regarding the supply of the above services to the Gambling Commission, we are pleased to award this contract to you.

This letter (referred to as the "**Award Letter**") and its Annexes set out the terms of the contract between the Gambling Commission (an executive non-departmental public body, sponsored by the Department for Digital, Culture, Media and Sport) ("**the Commission**") and Great Place to Work UK 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Commission and may delay the conclusion of the Agreement.

For the purpose of the Agreement, the Commission and the Supplier agree as follows:

- 1 The Services shall be performed at the Suppliers premises located at the above address.
- 2 The Goods shall be Delivered in accordance with the following instructions:

Not Applicable
- 3 The charges for the Services shall be fixed at **£5,000** (Five thousand pounds only) excluding VAT
- 4 The specification of the Services to be supplied is as set out in **Annex 2**.
- 5 The Term shall commence on **24 May 2021** and the Expiry Date shall be **23 May 2022** (maximum contract duration).
- 6 The Limit of Liability of the Supplier under this Agreement shall be 100% of the contract value

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- 7 The Supplier shall maintain the following insurances throughout the Term of this Agreement:
- (a) employer's liability and any other insurances required by Law with a minimum sum insured of: £10m (*ten million* pounds sterling) in respect of any one occurrence;
 - (b) professional indemnity insurance with a minimum sum insured of: £5m (*five million* pounds sterling) in respect of any one occurrence;
 - (c) public liability insurance for a minimum sum insured of: £5m (*five million* pounds sterling) in respect of any one occurrence.

- 8 The address for notices of the Parties are:

The Commission	Supplier
The Gambling Commission	Great Place to Work UK
1 st Floor Victoria Square House	The Loom, Unit G.2
Victoria Square	14 Gower's Walk
Birmingham	London
B2 4BP	E1 8PY
Attention: [REDACTED]	Attention: [REDACTED]
[REDACTED] @gamblingcommission.gov.uk	[REDACTED] @greatplacetowork.com

- 9 The following persons are Key Personnel for the purposes of the Agreement:

Name	Position
[REDACTED]	Director

- 10 Not Used

- 11 The Commission 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 Commission, or is of a type otherwise advised by the Commission (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 Goods and/or Services.

- 12 For the purposes of the Agreement, the following additional conditions shall apply:

N/A

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Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to:
apayable@gamblingcommission.gov.uk

Within 10 working days of receipt of your countersigned copy of this letter, we 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, PO Number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Finance Department by email to apayable@gamblingcommission.gov.uk

Liaison

For general liaison your contact will be [REDACTED], People Partner, telephone: [REDACTED], mob: [REDACTED] email: [REDACTED]
[\[REDACTED\]@gamblingcommission.gov.uk](mailto:[REDACTED]@gamblingcommission.gov.uk)

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 Goods and/or Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] at the above address within 14 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully

Signed for and on behalf of the Gambling Commission

Name: [REDACTED]
Position: Chief People Officer

Signature: [REDACTED]

Date: 20 May 2021

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

Signed for and on behalf of Great Place to Work UK

Name: [REDACTED]

Position: [REDACTED]

Signature:

Date: