



Dear 

Ref: SUPPLY OF THE PROVISION OF SUPPORTED LIVING & COMMUNITY ACTIVITIES, INCLUDING INNOVATIVE SERVICES FRAMEWORK: CONFIRMATION OF THE END OF THE STANDSTILL PERIOD

On 5th June we communicated our intention to award a contract to your organisation for **THE PROVISION OF SUPPORTED LIVING & COMMUNITY ACTIVITIES, INCLUDING INNOVATIVE SERVICES FRAMEWORK**, subject to no legal challenges being raised during the standstill period, (applied in accordance with the Public Contract Regulations 2015 and procurement best practice).

I am pleased to confirm that the standstill period closed at midnight on 16th June and no legal challenges were received. On this basis, Herefordshire Council confirms its intention to award the contract to your organisation.

To support digital ways of working and streamline the contract execution process for both parties the council use an electronic signature system, Legalesign to execute contracts. **Please complete and return the enclosed Contract Execution Details Form** to provide your contract signatory/ signatories details as listed in Section B so that we can prepare and set up the contract for execution. If you do not want to use the electronic signature system please indicate on the form in the box provided and we will arrange for an alternative method of execution.

Prior to contract execution, we also require you to send proof of your current insurance cover [employer's liability, public liability].

Please send the insurance documents and the contract execution details form to Karilyn Secker via e-mail on Karilyn.secker@herefordshire.gov.uk by 26th June 2024

On receipt of proof of insurance cover and contract signatory/signatories details, a contract will be issued to your organisation, containing the terms and conditions and services to be supplied, as outlined within the tender documentation. For the avoidance of doubt, this letter does not constitute a contract between the council and your organisation. Please note that before the contract is completed, the council will not be liable for any costs (or any other commitment you may enter into) as a result of your participation in the tender exercise. Once the contract has been completed, any liabilities of the council for your costs will only be strictly as set out in the contract.

If you have any queries in the meantime, please do not hesitate to contact me via the Supplying the Southwest e-Tendering portal.

Once again, I would like to thank you on behalf of Herefordshire Council for your interest in this contract. We look forward to a successful working relationship with your organisation.

Yours sincerely

Karilyn Secker
Commercial Officer

Contract Execution Details Form

Section B – To be completed if the contract is to be executed as a Deed		
Please confirm you agree to complete the contract using the council electronic signature system.	Yes	No
Please confirm how you would like to complete the deed. Please choose one of the following options		
a. Two Company Directors (please note these people must be named and active on Companies House)		
b. 1 Director and a Company Secretary ((please note these people must be named and active on Companies House)		
c. 1 Director from the supplier to sign with a witness.		
Please provide the details of the individual parties who are to sign below:		
Signatory 1		
Full Name		
Position		
Email Address		
Mobile Phone number (only required if Signatory 2 is a witness)		
Signatory 2		
Full Name		
Position		
Email Address		
Witness – please note the witness will need to be present when Signatory 1 signs the document. If using the electronic signature system, Signatory 1 can enter the witness details into the system at the time of signing or provide the details of the witness below.		
Full Name		
Position		
Email Address		
Mobile Phone number		