



Redacted

Returning Officer
Aberdeen City Council

29 May 2017

Dear Returning Officer

SCOTTISH LOCAL GOVERNMENT ELECTIONS 2017: e-COUNTING COSTS

Firstly, congratulations to you and your elections team for a successful local government election on 4 May and election count on 5 May. I am contacting you in connection with the e-counting costs of that election.

Earlier this year, you were invoiced by the e-counting contractor, CGI IT UK Ltd, for the first tranche of your e-counting costs, relating to equipment and services. At the same time, you were invited to invoice the Scottish Government so that we could immediately reimburse you for these costs.

In the past few days, under the terms of the contract you have with CGI, you will have been invoiced for the second tranche of e-counting costs. These relate to software and ballot paper/ postal pack costs for your council, as follows:

Software: - £39,704.34
Ballot Papers/ Postal Packs: - £45,978.66

The purpose of this letter is to invite you to invoice the Scottish Government to allow us to reimburse your council for the software element of your costs (the ballot paper/ postal pack costs fall to you). Therefore, as soon as you receive an invoice from CGI, I would be obliged if you would raise an invoice to the Scottish Government, as below:

Title	e-Counting Software Costs
Sum	£39,704.34
Invoice Address	<p>[Redacted]</p> Scottish Government Elections Team, Area 2W St Andrew's House Edinburgh EH1 3DG email: alex.mowat@gov.scot



In order to help us make payment to you as quickly as possible, please could you ensure that your Finance Team is advised of my address details as above and also that your invoice should be for the sum stated above. Please do not add VAT to this sum.

There will be one further tranche of costs for which CGI will invoice you. This final invoice will cover print costs in addition to those in your call-off contract (e.g. the 3rd issue of postal ballot packs, the guidance insert etc). CGI will contact you directly with details of this last invoice. (As these costs will relate to printing only, the Scottish Government will not be reimbursing you for these).

Thank you again for working so well with all of us involved in the e-counting project over the past 18 months. It has been a pleasure to be involved with all Scotland's councils on this project and I wish you well with the forthcoming General Election on 8 June.

Kind regards,

