



Cabinet Office



EPC/DBD/STERCS/01/22

**The Emergency Planning College**

The Hawkhill

Easingwold

York, YO61 3EG

United Kingdom

W: [www.epcresilience.com](http://www.epcresilience.com)

Assistant Head, State Threats  
 State Threats, Energy Resilience and Cyber Security (STERCS)  
 Business, Energy & Industrial Strategy  
 1 Victoria Street  
 London SW1H 0ET

19<sup>th</sup> December 2022**Emergency Planning College - Live Emergency Planning Training**

Reference:

A. BEIS Energy &amp; Security – STERCS email dated 5 Dec 22.

1. Thank you for your confirmation in Reference A, for us to design and deliver the resilience events detailed in your email and as itemised in the Schedule below. We have selected a highly experienced Associate trainer to develop the material and for a senior member of EPC staff to deliver the discussion workshops in the Baltics in March 2023.

2. This letter is an offer by the Emergency Planning College ("EPC") to provide the services ("Services") as detailed in the Schedule below and as delivered under the Terms and Conditions enclosed. This offer consists of the following:

- Schedule
- Specification
- Terms and Conditions

which shall form the basis of a Contract upon your completion, signature and return of the Schedule.

**SCHEDULE**

1	<b>Organisation / Client Name</b>	BEIS State Threats, Energy Resilience and Cyber Security (STERCS)
2	<b>Preferred Service Delivery Date</b>	See below
3	<b>Confirmed Service Delivery Dates (if known)</b>	<ul style="list-style-type: none"> <li>• Early January 2023: Commissioning meeting to discuss requirements.</li> <li>• Early February 2023: Check in/development update.</li> <li>• Mid-February 2023: finalised scenarios for March workshops.</li> <li>• Early March 2023: delivery of workshops.</li> <li>• End March: finalised scenario for regional TTX.</li> </ul>
4	<b>Service Delivery Reference No.</b>	N/A
5	<b>Brief Description of Services</b>	Development of 3 high-level bespoke energy crisis scenarios and facilitation of discussion workshops in the Baltics. Development of a regional TTX.
6	<b>Location and Address of Venue</b>	Development work done virtually, with live delivery in the 3 Baltic states.
7	<b>Number of Associate College Lecturers</b>	Two



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8	<b>Number of Delegates (if Training Event)</b>	In the region of 16
9	<b>Fee (excluding VAT). See para</b>	£23,580+VAT
10	<b>Offer Expiry Date.</b> (Schedule must be returned no later than date stated opposite.)	23 <sup>rd</sup> December 2022
11	<b>Client Contact:</b>	
	<b>Name</b>	
	<b>Job Title</b>	Assistant Head, State Threats
	<b>Organisation</b>	Business, Energy & Industrial Strategy
	<b>Full Address (including postcode)</b>	1 Victoria Street London SW1H 0ET
	<b>Tel / Mobile</b>	
	<b>Email</b>	
12	<b>Contact Name / Address for Invoicing (if different from above)</b>	
	(The purchase order is to be made out to Serco Limited. Bank accounts details are included in the T&Cs)	
13	<b>Signature</b>	
	<b>Date</b>	December 2022
	<b>Insert Name / Job Title</b>	/ BEIS <del>Procurement</del> Deputy Director

**Please check all the above is correct and return completed to the EPC Sales Executive (SE):**  
 \_\_\_\_\_

We would like to email you about offers, products, services and news that might interest you.

☐ **OPT IN to stay in touch. (You can, of course, ask us to stop sending emails at any time).**

☐ **OPT OUT if you don't wish to hear from us.**

We will always treat your personal details with utmost care and never share them with other companies for marketing purposes. Please read our Privacy Policy at:  
[www.epcresilience.com/privacypolicy](http://www.epcresilience.com/privacypolicy).

Any variation to the details contained in this letter is likely to result in a change to the Fee charged by the EPC.

## SPECIFICATION

### Description of the Services

3. Provision of Emergency Planning College services relating to:



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- a. **Subject Matter Experts:** The EPC has nominated [REDACTED] a highly experienced SME to develop the material. [REDACTED] the EPC's Head of Learning & Development will deliver the workshops. The EPC reserves the right to substitute either SME, if for whatever reason, they become unavailable for these events. We will of course, provide a suitable alternative on mutually acceptable dates.
- b. **Dates/Time.** See Schedule, Item 3. Timings TBC between SME and customer.

### Service Delivery

4. The deliverables mutually agreed by EPC, customer and the SMEs are summarised as follows:

- a. Development of 3 high-level, bespoke energy crisis scenarios. [REDACTED]

### Cancellation/Postponement

5. **EPC Cancellation.** The EPC reserves the right to cancel, postpone or otherwise alter the service delivery date.

6. **Client Cancellation/Postponement.** The Client may cancel the Service by providing written notice to the EPC. At the discretion of EPC, the payment provisions relating to cancellation shall be as follows:

Cancellation Notification Period – Prior to Service Commencement Date	% of Fee Payable by Client
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

In the event of a postponement, EPC reserves the right to pass onto the Customer any costs incurred up to the date of postponement including Associate costs and non-refundable T&S.

### **7. Participants – For Courses / Training Events**

If the Client wishes to substitute participants, notification must be provided before the date of delivery. If there is a requirement for additional delegates to attend, prior written consent must firstly be obtained by the EPC, and subject to notification being provided no later than 5 working days before the commencement date the EPC will endeavour to accommodate the required. In the event that the delegate number exceeds that as specified in Item 8 of the Schedule, there may be an increase in the fees / charges for the Services. For the avoidance of doubt, the EPC reserves the right to decline entry to persons not named on the delegates list. A charge of £100 per person will be added for those attending over the 16 limit.

### **8. Materials and Deliverables**

#### **Courses / Training Events**

If appropriate, any related workshop material will be emailed to STERCS in advance of the respective delivery. It should be cascaded by STERCS to participants as required.



## 9. Service Fee / Charges

The fee / charges for the Services include the costs incurred by the EPC in the preparation of the Service and the Service delivery itself. An Invoice will be raised once the PO made payable to Serco Ltd is received for the full value of the events.

## 10. Payment terms

10.1 The all-inclusive price to develop, material design, deliver, Quality Assurance, admin and assistance is **£23,580+VAT**. On receipt of this signed contract and your PO, we will issue an invoice.

10.2 Unless otherwise agreed in advance by EPC an invoice, which will include payment instructions, will be sent at the time of acceptance of the booking to the Client who shall pay the invoice, in full, within 30 days of the date thereon.

10.3 Interest on outstanding sums after these times shall become payable by the Client at [REDACTED] above the [REDACTED] applicable on the date of invoice. All payments are to be made in Sterling to Serco Ltd through bank transfer to:

[REDACTED]

11. **Conclusion.** It is hoped that this contract summarises our solution and the pricing to meet your requirement. We trust that this meets with STERCS's approval and that a signed copy of this Contract (Part 13 of the Schedule) and a Purchase Order (PO) for the full amount can be returned at your earliest convenience.

*Yours sincerely,*

[REDACTED]

Director Business Development

Copy to:

[REDACTED]

Head of Learning & Development

[REDACTED]

[REDACTED]

Training Delivery Manager

[REDACTED]

Enclosure:

1. EPC Terms & Conditions.