



Redacted
Redacted
London
W8 5RL

Attn: **Redacted**

Redacted

Date: 05 January 2017

Procurement ref: CCLE 16A04

Dear Redacted,

Award of contract for the supply of Executive Coaching

This is a contract letter formalising the agreement for the supply of one to one coaching for ‘Redacted’, a new member in the Department for Communities and Local Government or ‘DCLG’ (from here on referred to as “The Authority”) Executive team and the ‘Redacted’. The bespoke coaching sessions will be used to identify individual strengths and put forward key actions for development to build leadership capability and confidence. . The sessions will be delivered at agreed intervals to allow for development actions to be taken forward and learning to be imbedded.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Authority as the Customer and ‘Redacted’ 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 delivered at ‘Redacted’ Customer’s premises.
- 1.2. The specification of the Services to be supplied is as set out in Annex 2.
- 1.3. The Term shall commence on the date of this award letter (the “Start Date”) and the Expiry Date shall be 31 August 2017.
- 1.4. The address for notices of the Parties are:

Customer

Redacted
Redacted
Department for Communities and Local
Government

Supplier

Redacted
Chairman
Redacted
Attention: Redacted



Attention: Redacted
Email: Redacted

Email: Redacted

2. Payment

The total costs of the contract is 'Redacted' sessions (excluding VAT) £48,000.

All invoices must be sent, quoting a valid purchase order number (PO Number) [TBA], to: CP2P Team, DCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.

Within 5 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, item number (if applicable) 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. If you have a query regarding an outstanding payment please contact the Customer's Central Purchase to Pay section either by email to SAP.Helpdesk@communities.gsi.gov.uk or by telephone 0303 444 2300 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be 'Redacted'.

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 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 2 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Redacted,
Redacted
Crown Commercial Service



Signed for and on behalf of Department for Communities and local Government (“the Customer”)

Name:

Job Title:

Signature:

Date:

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

Signed for and on behalf of Redacted (“the Supplier”)

Name:

Job Title:

Signature:

Date:



Crown
Commercial
Service

Crown Commercial Service,
2nd Floor, Aviation House,
125 Kingsway, London
WC2B 6NH

T 0345 010 3503
E info@crowcommercial.gov.uk

www.gov.uk/ccs

ANNEX 1: DCLG General Conditions of Contract

(Attached)



ANNEX 2: Specification of Services

Executive Coaching

Building the Development Agenda (First coaching session with each Coachee @ 'Redacted')

The contract, which will commence in mid-January, will begin with a diagnostic coaching session with each Coachee. This will lead to a development agenda for each Coachee.

This diagnostic coaching session will involve the Coach interviewing with up to 6 people who are in a position to give a view of each Coachee's current strengths and development needs. The interviewees will be identified by the Coachee.

The coaching sessions (one for each Coachee) and interviews will result in a feedback report which will lead to the production of an individually tailored development agenda. This will be the basis for the coaching sessions for each Coachee going forward.

Each of the remaining coaching sessions will be tailored to suit each Coachee's need based on the outcome of the assessment work and progress at each of the subsequent sessions.

Coaching (Sessions with the Coachees 'Redacted')

Each of the coaching sessions for each Coachee will focus on a specific area for development such as leadership, people and managerial issues, working with critical stakeholders, engagement, communication, etc. This will be tailored to the particular development needs of the Coachee in accordance with the development agenda and ordered and structured according to priority.

Each month each Coachee will receive a two hour coaching session. The session will include a review of development activity in the previous month and focus on the next pre-agreed area for development.

The content and focus of the sessions cannot be predicted until the diagnostic work has been completed and may change over the course of the coaching period depending on progress made and changing priorities. Each session will include action planning for the coming month.

Cost

The overall cost of the contract is 'Redacted'.

This covers:

- 4 hours diagnostic work at the beginning of the coaching period = 'Redacted'
- 28 hours one to one coaching (broken into 7 2-hours sessions per Coachee @ an overall cost of 'Redacted').

Timing

The contract will be delivered between January and August 2017.