



Chartered Institute for Personnel and Development
151 The Broadway,
London,
Wimbledon
SW19 1JQ

Attn: **REDACTED**

Email: REDACTED

Date: 21st November 2016

Procurement ref: CCDE16A04

Dear Sir/Madam,

Award of contract for the supply of CIPD Experienced Assessment and Upgrading

Following your tender for the supply of provision of the full range of CIPD membership content and services via subscription to CIPD Professional Membership and delivery of in-house services relating to entry into CIPD Professional Membership or progression within the Professional Membership grades. This is via two routes; Upgrade Assessment and Experience Assessment. Civil Service HR, within the Cabinet Office, are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between The Cabinet Office as the Customer and The Chartered Institute of Personnel and Development and CIPD Enterprises Ltd. 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.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

1.1. This Contract has been procured by Cabinet Office on behalf of the Civil Service Human Resources function. As such this Contract can be accessed by Other Government Departments who will pay the Supplier directly to utilise the services.

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value is expected to be £600,000 value over 3 years for all Government Departments. The Authority reserves the right not to spend this amount and it is feasible that spend may be greater dependent upon the number of employees put through to utilise the services.

1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.



1.4. The Term shall commence on 11th November 2016 (the “Start Date”) and the Expiry Date shall be 10th November 2019 unless extended or subject to early termination. The Authority reserves the option to extend the contract by 2 periods of 1 years. (3+1+1).

1.5. The address for notices of the Parties are:

Customer

Cabinet Office
70 Whitehall
London SW1A 2AS
Attention: **REDACTED**
Email: **REDACTED**

Supplier

Chartered Institute for Personnel
and Development
151 The Broadway, London,
Wimbledon SW19 1JQ
Attention: **REDACTED**
Email: **REDACTED**

1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	HR Functional Leadership
REDACTED	HR Functional Leadership
REDACTED	Chartered Institute for Personnel and Development

2. Payment

At two points in the year departments will have the opportunity to request access to Experienced Assessment/Upgrading so the Authority will know volumes and can ensure costs are spread equally between departments.

Departments will be responsible for payment for EA and upgrading. The delegate would need to have a PO number to make the booking and information will then be sent directly to the delegate.

The contract should be reviewed annually to take note of new volumes and potential discounts etc. Payment will be made by the Authority in advance of, or during, services being delivered by the Supplier.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Address for invoices: Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA. Within 10 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. Please note this is the Accounts Payable Department of Cabinet Office only. When a different Government organisation utilises the Services then their Accounts Payable Department will be the relevant contact.

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



Crown
Commercial
Service

OFFICIAL

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

T 0207 276 8886
E
ManagedProcurementService@crownc
mmercial.gov.uk

www.gov.uk/ccs

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 Cabinet Office's Accounts Payable section either by email to SSCL.POINVOICEPAYMENTS@DWP.GSI.GOV.UK or by telephone on 0845 602 8244 between 09:00-17:00 Monday to Friday. Please note this is the Accounts Payable Department of Cabinet Office only. When a different Government organisation utilises the Services then their Accounts Payable Department will be the relevant contact.

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 by email to **REDACTED** at **REDACTED** within 7 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.

Yours faithfully,

Signed for and on behalf of The Cabinet Office ("the Customer")

Name: **REDACTED**

HR Functional Leadership

Signature:

Date: 18th November 2016

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

Signed for and on behalf of CIPD Enterprises Ltd ("the Supplier")

Name: **REDACTED**

Signature:

Date:

OFFICIAL