



Fitch Learning Limited  
25 Canada Square,  
17th Floor,  
Fitch Learning,  
London,  
E14 5LQ

Attn: **REDACTED**  
**REDACTED**

Date: 13/11/2020

Contract Reference: CCHR20A48

Dear REDACTED,

**Award of contract for the Provision of Introduction to Financial Services Training for HM Treasury**

Following your bid / proposal for the provision of Financial Services Training to HM Treasury, (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between HM Treasury as the Contracting Authority and Fitch Learning Limited 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 Contracting Authority and the Supplier agree as follows:**

- 1.1. The Services shall be performed at a mutually agreed location. It is likely that this will be at the Customer’s office: 1 Horse Guards Road, London, SW1A 2HQ. Or delivered virtually if social distance restrictions still apply.

OFFICIAL

- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum £33,750.00 excl. VAT (for face-to-face delivery of the services) including all extension options.
- 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Tuesday 17 November 2020 (the "Start Date") and the Expiry Date shall be Tuesday 16 November 2021. The Customer reserves the option to extend the contract up to a further 2 years in 1 year increments (1 + 1 + 1).
- 1.5. The address for notices of the Parties are:

**Contracting Authority**

HM Treasury  
Financial Services Group  
1 Blue  
1 Horse Guards Road,  
London,  
SW1A 2HQ  
REDACTED

**Supplier**

Fitch Learning Limited  
25 Canada Square,  
17th Floor,  
Fitch Learning,  
London,  
E14 5LQ  
REDACTED

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

1.6.1. For the Supplier:

| Name     | Title/Role for the Contracting Authority |
|----------|--|
| REDACTED | REDACTED                                 |
| REDACTED | REDACTED                                 |
| REDACTED | REDACTED                                 |

|          |          |
|----------|----------|
| REDACTED | REDACTED |
|----------|----------|

1.7.2 For the Contracting Authority:

| Name     | Title/Role for the Supplier |
|----------|-----------------------------|
| REDACTED | REDACTED                    |
| REDACTED | REDACTED                    |

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 REDACTED.

## 3. Liaison

For general liaison your contact will continue to be REDACTED

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **the Procurement Lead via the e-sourcing suite within 2** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract 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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **HM Treasury** ("the Customer")

REDACTED

Date: 18/11/20

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

Signed for and on behalf of **Fitch Learning Ltd** ("the  
Supplier")

REDACTED

Date: 16<sup>th</sup> November 2020