



Department
of Health &
Social Care



Test and Trace

Connected Coaching NE Ltd
246 Park View
Whitley Bay
NE26 3QX

DHSC Procurement
Services
Date: 24.09.2021

Dear [REDACTED]

Supply of Leadership training on the Dare to Lead Programme.

Following your tender/ proposal for the supply of Leadership training on the Dare to Lead Programme to the [REDACTED] we are pleased confirm our intention to award this contract to you.

The attached contract details ("Order Form"), and contract conditions set out the terms of the contract between Secretary of State for Health and Social Care acting as part of the Crown and the Connected Coaching NE Ltd for the provision of the deliverables set out in the Order Form.

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 deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to [REDACTED] within 7 days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us.

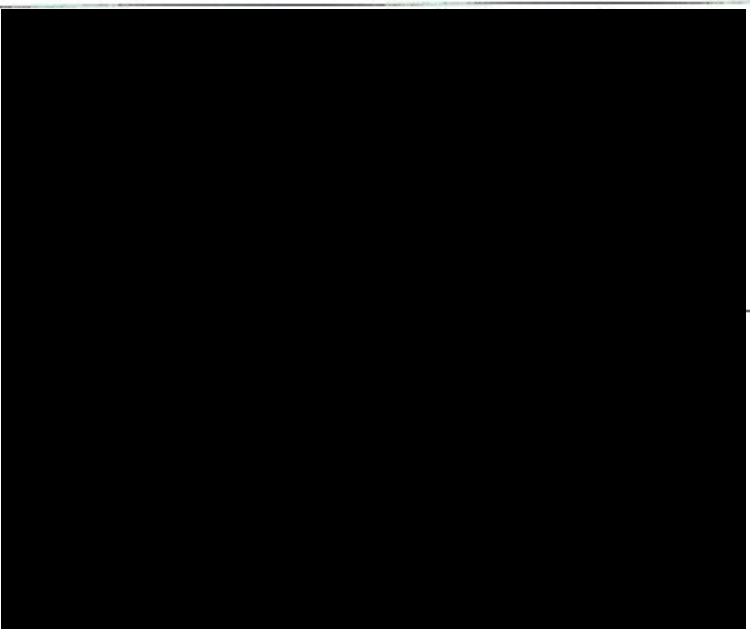
Yours faithfully,


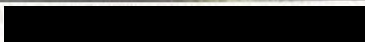
Order Form


1. Contract Reference		
2. Date	<i>Date on which the last party signs</i>	
3. Buyer	Department of Health and Social Care 39 Victoria Street London SW1H 0EU	
4. Supplier	Connected Coaching NE Ltd 246 Park View Whitley Bay NE26 3QX <i>Company registration: 13564133</i>	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions").</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	None
	Services	5 Sessions per programme. Includes pre-assessments and reports which will be used to weave current context and reality into the sessions, facilitation of workshops, provision of participant workbooks, provision of additional Connected Coaching NE visual material created to aid connection and reflection points, post 2 hour connect and reflect session delivered virtually 3 months following completion of the curriculum.
7. Specification	N/A	
8. Term	The Term shall commence on 15th September 2021. and the Expiry Date shall be 31 st March 2022 unless it is otherwise extended or terminated in accordance with the terms and conditions of the	

	<p>Contract.</p> <p>The Buyer may extend the Contract for a period of up to 6 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
9. Charges	
10. Payment	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>[REDACTED]</p> <p>Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to</p> <p>[REDACTED]</p>
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p>

The Short form Contract

12. Address for notices	
13. Key Personnel	
14. Procedures and Policies	
<p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>	

Signed for and on behalf of the Supplier		Signed for and on behalf of the Buyer	
Name:		Name:	
[Insert name]		[Insert name]	
[Insert job title]		[Insert job title]	

Short form Terms	
Date: 27 th September 2021	Date: 29/09/21
Signature: 	Signature: 