

EML Learning Limited
PO Box 835
Leeds
LS1 9PX

Attn: **REDACTED**

Date: 19th April 2017

Procurement ref: **CCZP16A29**

Dear Sir,

Contract for the supply of HMT Graduate Development Programme – Lot 2

Following your tender / proposal for the supply of services to co-design, programme manage and facilitate the graduate development programme for Her Majesty's Treasury, 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 Her Majesty's Treasury as the Customer and EML 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 Customer and the Supplier agree as follows:

- 1.1. The Services shall be delivered at the Supplier's premises and at the Customer's offices at 1 Horse Guards Road, London SW1A 2HQ, and external venues in the vicinity of Westminster on request by the Customer.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £351,375.00, 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 **Monday 24th April 2017** (the "Start Date") and the Expiry Date shall be **Tuesday 23rd April 2019**. **(The Authority reserves the option to extend the contract by 2 periods of 1 years).**

1.5. The address for notices of the Parties are:

Customer

HM Treasury
1 Horse Guards Road
London SW1A 2HQ
Attention: **REDACTED**
Email: **REDACTED**

Supplier

EML Learning Limited
PO Box 835
Leeds
LS1 9PX
Attention: **REDACTED**
Email: **REDACTED**

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

For the Customer:

Name	Title/Role
REDACTED	REDACTED

For the Supplier:

Name	Title/Role
REDACTED	REDACTED

For the purposes of the Agreement the Staff Vetting Procedures and data security requirements are within Annex 3.

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (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 Services.

2. Payment

Payment will be structured around the delivery of each module of a cohort's programme, and the delivery of the bi-annual refresh work in the lead up to each cohort. The timing of these deliverables will be agreed by the Customer and the Supplier, according to the timetable for each cohort's programme. Programme timetables are set on a bi-annual basis.

Before payment can be considered, each invoice for the agreed deliverables must include a detailed breakdown of the work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, Rosebery Court, St Andrew's

Business Park, Norwich, NR7 0HS. 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.

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 Accounts Payable section either by email to invoicequeries@hmtreasury.gsi.gov.uk or by telephone 020 7270 6000 (option 3, then option 4) between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **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** 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.



Yours faithfully,

Signed for **Her Majesty's Treasury** ("the Customer")

Name: **REDACTED**

Signature:

Date:

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

Signed for and on behalf of **EML Learning Limited** ("the Supplier")

Name: **REDACTED**

Signature:

Date:

Number	Question	Score (out of 100)	Evaluators' Feedback	
4.0 – SUPPLIER CAPABILITY			WEIGHTING 15%	
4.1	Potential Providers are requested to provide evidence of their experience and knowledge of delivering policy training for graduates or similar audiences. (Brief client testimonials and feedback are encouraged as part of the case studies)	75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response contained strong evidence of providing bespoke training across government. The response would have been strengthened by more detail on the methods of delivery.	
4.2	Potential Providers are requested to provide brief statements or CVs for all key personnel who would be involved in the design and delivery of the content of Lot 2. They should demonstrate how these individuals have undertaken assignments of a similar scale, scope and complexity. Please state who will be responsible for designing, delivering, facilitating etc. and give details of their specific experience, and knowledge of the subject area(s).	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
Total Questionnaire Weighted Score		13.13%	Winning Suppliers' Weighted Score	13.13%
5.0 – QUALITY OF PROGRAMME CONTENT AND DESIGN APPROACH			WEIGHTING 30%	
5.1	Potential Providers must set out their proposed methodology for approaching the design requirements of the programme, and each element/content of this Lot 2.	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	

5.2	Potential Providers must provide case studies and example materials from similar programmes to demonstrate the type of content they have delivered in the past; or could offer in future.	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
5.3	Potential Providers are to set out their proposed methodology for designing and implementing the programme’s policy week assessment for participants.	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
Total Questionnaire Weighted Score		30%	Winning Suppliers’ Weighted Score	30%
6.0 – SERVICE DELIVERY AND RELATIONSHIP MANAGEMENT				WEIGHTING 20%
6.1	Potential Providers are to set out how they would work with a complex set of stakeholders which includes the Authority’s members of staff and senior sponsors in designing, delivering and managing the content of the programme; as well at the Lot 1 Supplier, to ensure successful implementation.	75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response would have been improved by more detail on how the Potential Provider would manage the Authority’s key stakeholders.	
6.2	Potential Providers should provide an overview of how they would deliver the content of this Lot 2. This should include the specific risks relevant to the Authority, and how Potential Providers intend to mitigate them.	75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response contained a good description of how to deliver new content and recognised the role of the Authority in this process. The response would have been improved by more detail on the risks specific to the Authority.	
6.3	Potential Providers must detail what measures are in place to bring on additional support staff, and to provide details of how this would be available, should the need arise.	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
6.4	Potential Providers are requested to set out how they:	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed	

	(a) meet, and will embed, the Authority's core values across the programme (b) will ensure the quality of service provided under this contract, including via sub-contractors and/or Associates, is monitored and managed according to those values.		supporting evidence and no weaknesses resulting in a high level of confidence.
Total Questionnaire Weighted Score		16.5%	Winning Suppliers' Weighted Score 16.5%
7.0 – SECURITY			WEIGHTING 5%
7.5	Potential Providers are asked to confirm whether the pre-employment checks they subject their staff to are at least equivalent to the Government Baseline Personnel Security Standard. In addition, where there is a requirement for any supplier staff to work unsupervised in HM Treasury premises, they will be expected to undergo National Security Vetting to Counter Terrorism Check (CTC) and Potential Providers are asked to confirm their willingness to allow that.	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
7.7	Potential Providers are asked to describe the measures they have in place to ensure compliance with the Data Protection Act (DPA) 1998. They should also confirm whether any Authority data that would be stored/processed as part of this requirement would be hosted, and would remain within the UK. Where a Potential Provider is considering proposing a solution in which part of the solution is either (a) hosted	100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

	outside the UK or (b) supported by system administrator staff based outside the UK, the countries involved must be clearly stated.			
Total Questionnaire Weighted Score		5%	Winning Suppliers' Weighted Score	5%
8.0 – PRICE				WEIGHTING 30%
8.1	“Please confirm by selecting ‘YES’...”	53.47	2nd	
Total Questionnaire Weighted Score		16.04%	Winning Suppliers' Weighted Score	16.04%
Evaluation Summary				
Overall Bid Score (Weighted)		80.67%	Winning Suppliers' Overall Bid Score	80.67%
Overall Ranking		1 st	Winning Suppliers' Overall Ranking	1 st