



The Higher Education Academy

REDACTED

Attn: **REDACTED**

REDACTED

Date: Monday 8th January 2018

Contract reference: CCCC17B01

Dear Sir/Madam,

Award of contract for the Provision of Consultancy for Home Office Apprenticeship Strategy

Following your tender / proposal for the supply of services of a consultant to support the Home Office in its delivery of the ministerial commitment to deliver the Home Office apprenticeship strategy by ensuring that it has the appropriate systems, process and culture to successfully facilitate and embed apprenticeships across the department, 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 the Home Office as the Customer and The Higher Education Academy 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 performed at the customer’s premises which is as follows: REDACTED

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £54,450.00 (ex VAT) including all extension options. The following payment Schedule is relevant for this contract:

1.2.1

Upon signature of Contract - £10,500 ex VAT

After month 1 - £14,650 ex VAT

After month 2 - £14,650 ex VAT

Upon completion - £14,650 ex VAT

TOTAL: £54,450 ex VAT

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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 Thursday 11th January 2018 (the "Start Date") and the Expiry Date shall be Wednesday 11th April 2018. The Authority reserves the option to extend the contract by up to 1 month.

1.5. The address for notices of the Parties are:

Customer	Supplier
<p>Home Office</p> <p>REDACTED Attention: REDACTED Email: REDACTED</p>	<p>The Higher Education Academy</p> <p>REDACTED Attention: REDACTED Email: REDACTED</p>

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

Name	Title/Role
REDACTED	Customer Lead Contact
REDACTED	Supplier Lead Contact

2. Payment

2.1. 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.

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 Emma Dunn at the above address **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.



Crown
Commercial
Service

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9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

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

www.gov.uk/ccs

Yours faithfully,

Signed for Home Office (“the Customer”)

Name: REDACTED
REDACTED

Signature:

Date:

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

Signed for and on behalf of The Higher Education Academy (“the Supplier”)

Name: REDACTED
REDACTED

Signature:

Date:

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