



Korn Ferry Hay Group

33 Grosvenor Place

London

SW1X 7HG

Attn: **REDACTED**

REDACTED

Date: Thursday 13th October 2016

Procurement ref: CCCC16A72

Dear Sir/Madam,

Award of contract for the supply of Pay Benchmarking & Consultancy Services

Following your tender / proposal for the supply of Pay Benchmarking data and Consultancy Services to Cabinet Office, 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 Cabinet Office as the Customer and Korn Ferry Hay Group 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 call off 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 location decided upon between the Authority and the Supplier.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total maximum capped contract value shall be £170,000. The Authority reserves the right not to spend this amount.
- 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 Friday 14th October 2016 (the “Start Date”) and the Expiry Date shall be Friday 13th October 2017.
- 1.5. The address for notices of the Parties are:

Supplier

Customer

OFFICIAL

Korn Ferry Hay Group
33 Grosvenor Place
London
SW1X 7HG
Attention: **REDACTED**
Email: **REDACTED**

Cabinet Office
7th Floor, Caxton House
Tothill Street, London
SW1H 9NA.
Attention: **REDACTED**
Email: **REDACTED**

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

Name	Title/Role
REDACTED	REDACTED

2. Payment

An invoice will need to be submitted with a valid Purchase Order number and sent to:

Electronic invoicing –

This is the preferred method of invoicing for the Authority. Please send all electronic invoices to our shared service provider at:

SSCL.POINVOICEPAYMENTS@DWP.GSI.GOV.UK

Manual invoicing –

SSCL Accounts Payable Team
Room 6124 Tomlinson House
Norcross
Blackpool
FY5 3TA

3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**.



Crown
Commercial
Service

OFFICIAL

2nd Floor, Aviation House, 125 Kingsway, London WC2B 6NH
T 0207 276 8886
E ManagedProcurementService@cro
wncommercial.gov.uk

www.gov.uk/ccs

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 this letter 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,

REDACTED

Signed for and on behalf of Cabinet Office (“the Customer”)

Name:

Signature:

Date:

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

Signed for and on behalf of Korn Ferry Hay Group (“the Supplier”)

Name:

Signature:

Date:

Annexes

OFFICIAL

Award letter



Annex 1 – Appointment Letter and Call-Off Terms & Conditions



Letter of
Appointment and Cal

Annex 2 – Costings

REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

Tasks e.g.	Description of what's involved	Elemental Breakdown, i.e. which staff grades are assigned to this task and the max number of days	Hours/Days assigned to task	Total Cost (£)	Breakdown of Cost
Project initiation meeting with CSEP stakeholders	Meetings with CSEP project team to mobilise for project and interviews with key stakeholders to gather necessary background information to inform project	Director - redacted Principal - redacted Senior Consultant - redacted	redacted	redacted	Consulting time as per rate card
Data analysis, extraction and quality assurance	Identifying and extracting pay data, carrying out detailed analysis on data and quality assurance of analysis	Principal - redacted Senior Consultant - redacted	redacted	redacted	Consulting time as per rate card £ redacted pay data
Report writing and completion of interactive data analysis tool	Writing of draft report for CSEP including data analysis tool and quality assurance of report	Director - redacted Principal - redacted Consultant - redacted	redacted	redacted	Consulting time as per rate card £ redacted pay data
Draft report sent to CSEP					
Review by CSEP, revisions, updates and final version sign off	Review meeting with CSEP, final revisions to report and submitting final report (including further quality assurance) to CSEP	Director - redacted Principal - redacted Senior Consultant - redacted	redacted	redacted	Consulting time as per rate card £ redacted pay data
				Total Cost of Project	£ REDACTED



Crown
Commercial
Service

OFFICIAL

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

T 0207 276 8886
E
ManagedProcurementService@cro
wncommercial.gov.uk

www.gov.uk/ccs

All other costings will be on a call-off basis as agreed with the Authority.

Annex 3 – Statement of Requirements



Appendix B -
Statement of Requ... |

Annex 4 – Supplier Proposal

REDACTED

OFFICIAL

Award letter