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**50 Bank Street**

**Right Management Ltd**

**Canary Wharf**

**London**

**E14 5NS**

Attn: **Pedro Venus**

Date: 23/12/16

Your ref: CCHR16A94

Dear Pedro

**Award of contract for the supply of Career Transition Service (CTS) Outplacement Support Services**

Following your tender/ proposal for the supply of Career Transition Service (CTS) Outplacement Support Services to the Home Office, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Home Office as the Customer and Right Management Ltd 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Agreement as they will not be accepted by the Customer and may delay the processes.

For the purposes of the Agreement, the Customer and the Supplier agree as follows:

1. The Services shall be performed at workshops, at Right Management Ltd’s own or a third party’s premises in a number of locations as listed within the specification.
2. The charges for the Services shall be as set out in Annex 2 / the Supplier’s quotation dated 01/12/16.
3. The specification of the Services to be supplied is as set out in Annex 3 / the Supplier’s quotation dated 01/12/16.
4. The Term shall commence on 03/02/17 and the Expiry Date shall be 02/02/20.
5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| Career Transition ServiceTransformation DirectorateHome Office3rd Floor Peel2 Marsham StreetLondonSW1P 4DFAttention: Sarah CookEmail: sarah.cook@homeoffice.gsi.gov.uk | 50 Bank StreetRight Management LtdCanary WharfLondonE14 5NSAttention: *Pedro Venus*Email: Pedro.Venus@right.com |

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

|  |  |
| --- | --- |
| **Name** | **Title** |
| Sarah CookPedro Venus  | Career Transition ServiceAccount Director - Team Leader |

1. 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.

Payment

**All invoices must be sent, quoting a valid purchase order number (PO Number), to: Home Office Shared Services, HO Box 5015, Newport, Gwent, NP20 9BB. 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.**

**Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.**

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 customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

Liaison

**For general liaison your contact will continue to be Sarah Cook - Email: sarah.cook@homeoffice.gsi.gov.uk, tel: 0207 035 5608 / 07500 823183 or, in their absence, Anita Borland - Anita.Borland@homeoffice.gsi.gov.uk**

**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 Amanda Jones via the e-sourcing suite within 1 day from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.**

Yours faithfully,

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| Signed for and on behalf of Home Office |
| Name:  | Name: Amanda JonesBuyer name (Procurement) |
| Signature: | Signature: A. Jones |
| Date: | Date: 23/12/16 |

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

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| Signed for and on behalf of Right Management Ltd |
| Name: [***insert name***] [***insert job title***] |  |
| Signature:  |  Date:  |

**Annex 1**

**Terms and Conditions**

**REDACTED**

**Annex 2**

**Supplier’s price quotation dated 01/12/16**

**REDACTED**

**Additional quotation dated 09/12/16**

**REDACTED**

**Annex 3**

**Supplier’s service quotation dated 01/12/16**

**REDACTED**

**Annex 4**

**Bid clarification responses**

**REDACTED**