



**Ambitious About Autism**  
**The Pears National Centre for Autism Education,**  
**Woodside Avenue,**  
**London,**  
**N10 3JA**

Attn: [REDACTED]

[REDACTED]

Date: 8<sup>th</sup> June 2018

Contract Reference: CCZP18A09

Dear [REDACTED],

**Award of contract for 'The Provision of Internships for Individuals with Autism for the Cabinet Office'**

Following your tender / proposal for the 'The Provision of Internships for Individuals with Autism for the 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 the Cabinet Office as the Customer and Ambitious About Autism 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 (Internships) shall be performed at each Government Department's premises respectively. However, it is envisaged that the location of the any other Services will mostly be carried out in 100 Parliament Street, Westminster, London, SW1 2BQ – including all Central Events (Training, One-to-One Meetings) etc.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be a maximum of £87,000.00 (ex VAT) as this is a call-off contract where volumes of work cannot be guaranteed. For the individual pricing schedule, please refer to Annex 2 of the Agreement Annexes.
- 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 Wednesday 13<sup>th</sup> June 2018 (the “Start Date”) and the Expiry Date shall be Friday 11<sup>th</sup> June 2021.

1.5. The address for notices of the Parties are:

Customer	Supplier
Cabinet Office Room LG72 - 100 Parliament Street, Westminster, London, SW1A 2BQ Attention: [REDACTED] Email: [REDACTED]	Ambitious About Autism The Pears National Centre for Autism Education, Woodside Avenue, London, N10 3JA Attention: [REDACTED] Email: [REDACTED]

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

Name	Title/Role
[REDACTED]	Customer Lead
[REDACTED]	Supplier Lead

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

- 2.1. Contractor shall add VAT to the Contract Price (ex VAT) at the prevailing rate as applicable and the Authority shall pay the VAT to the Contractor following its receipt of a valid VAT invoice.
- 2.2. Invoices should be sent to Pay and Reward Team, Cabinet Office HR, 4.08, 1 Horse Guards Road, London SW1A 2HQ or emailed to: [apinvoices-cab-u@sscl.gov.uk](mailto:apinvoices-cab-u@sscl.gov.uk).
- 2.3. Other Government Departments if and when they use this Contract will have to arrange and get approval from the Cabinet Office Contract Manager regarding invoicing and payment directly to their Departments.
- 2.4. The preferred payment method is to be discussed between the Supplier and the Contracting Authority at the inception meeting.
- 2.5. Prices are to remain fixed/firm throughout the duration of this 3 year Contract.
- 2.6. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. The frequency of invoicing can be discussed and approved at the inception



meeting with the Contracting Authority.

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

### 3. Liaison

3.1. For general liaison your contact will continue to be **[REDACTED]**

3.2. or, in their absence, **[REDACTED]**.

3.3. 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] (CCS Procurement Lead)** via the e-Sourcing Portal **within 3 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 sincerely,

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

Name: **[REDACTED]**

Finance Business Partner

Signature:

Date: 8<sup>th</sup> June 2018

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

Signed for and on behalf of Ambitious About Autism (“the Supplier”)

Name: **[REDACTED]**

**[REDACTED]**

Signature:

Date: