

Dear XXXX Redacted under FOIA section 40,

### Acceptance of Quotation for CIPS Corporate Award Programme

On behalf of the Secretary of State for Transport, I accept your quote dated 3rd February 2020 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) DfT Short Form Terms and Conditions
- (ii) The Pricing Schedule which is as follows. The Pricing Schedule is fixed for the duration of the contract:

Description	Cost per delegate
Skills and Knowledge Tests	XXXX Redacted under FOIA section 43
Practitioner Corporate Award	XXXX Redacted under FOIA section 43
Advanced Practitioner Corporate Award	XXXX Redacted under FOIA section 43

The operative period of the Contract will be **17 months**, commencing on 01/10/2020.

The **Approved Maximum Cost** for the Contract is **£49,085**, exclusive of Value Added Tax.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be provided as soon as possible. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***ssa.invoice@sharedservicesarvato.co.uk***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter **and** contact the Contract Manager XXXX Redacted under FOIA section 40 via email XXXX Redacted under FOIA section 40 or telephone number XXXX Redacted under FOIA section 40, to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXX Redacted under FOIA section 40

Senior Commercial Category Manager  
by authority of the Secretary of State for Transport