



CMC Partnership Global Ltd

Email

[REDACTED]@cmcpartnership.com

Dear Supplier

T IT 0139 PROSECI CHANGE MANAGEMENT TRAINING

On behalf of the Secretary of State for Transport, I accept your quote dated 29 January 2020. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. This Award Letter
2. The supplier Terms and Conditions
3. You Quote dated 29 January 2020 Order CB19/175/uk for the initial commitment outlined below

- CMC workshop package price includes -
- 3.2
- workshop set up and preparation
 - For each participant:
 - Single User Licenses and access to current set of Prosci Advanced Immersion on-line resources
 - Workshop resources
 - 2 day workshop facilitation

CMC Prosci® Workshop	Total Participants ²	TOTAL CMC Fee ³ £ excluding VAT
2-day on-site Prosci® Advanced Immersion Workshop	10 participants	£14,000
TOTAL		
CMC Expenses		Inclusive in fee above
TOTAL		£14,000 plus VAT

The period of the contract will commence on 03 February 2020 and expire 02 February 2021 with a +1 year +1 year (24 Months) option for the Department for Transport to extend on an annual basis should they take up the extension options.

The total contract value is up to £100,000 ex VAT. With an initial commitment of £14,000 exc VAT for the following event. Further discounts against this price may be agreed by the parties throughout the contract term. The Department for Transport is not obliged to utilise the full total contract value.

There is also the option for the Department to utilise this contract for other Prosci products should the need arise. However, any variations must be agreed with the Department for any future requirements.

Your invoice should be submitted in accordance with DfT's Invoicing Procedures, which are embedded below.



The DfT contract owner will be [redacted] who can be contacted on email [redacted] or telephone [redacted] who will advise you of the Purchase Order reference number and discuss delivery arrangements.

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding the details of this order please contact me.

Please acknowledge receipt of this order to me via email at the above address by email.

Yours sincerely

Sent via email unsigned

[redacted]
Procurement Business Partner
Department for Transport
[redacted]

On behalf of the Secretary of State for Transport

Accepted for and on behalf of **CMC Partnership Ltd-**

Signature:

Name:

Capacity:

Date: