**Medical Roleplayers (Uk) Ltd**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

Attn:  **[REDACTED]**

**[REDACTED]**

Date: 26/07/16

 Procurement ref: SO19095

Dear Sir/Madam,

**Award of contract for the supply of The Provision of Roleplay Actors for the College of Policing**

Following your tender / proposal for the supply of roleplay actors to the College of Policing 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 College of Policing as the Customer and Medical Roleplayers (Uk) 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 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. The Services shall be delivered/performed at but not limited to the following locations:
		1. [REDACTED]
		2. [REDACTED]
	2. For any ad-hoc requirements, the locations will be UK based (not necessarily at college sites) and confirmed at the time/when known.
	3. The charges for the Services, including expenses (in line with the Home Office, College of Policing rates as referenced within Appendix B – Statement of requirements – appendix 2) shall be as set out in Annex 2. The total contract value shall be not exceed £[REDACTED], including all extension options.
	4. 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.
	5. The Term shall commence on 26/07/16 (the “Start Date”) and the Expiry Date shall be 28/02/18. The Authority reserves the option to extend the contract by 1 period of 1 year.
	6. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Supplier** | **Customer** |
| **[REDACTED]****[REDACTED]****[REDACTED]****[REDACTED]****[REDACTED]****[REDACTED]**Attention: **[REDACTED]**Email: **[REDACTED]** | The College of PolicingHarperley Hall, Fir Tree,Crook DL15 8DSAttention: **[REDACTED]**Email: **[REDACTED]** |
|  |  |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| **[REDACTED]** | Policy, Process and Indirect Category Procurement & Commercial Unit (Customer) |
| **[REDACTED]** | Project Manager (Supplier) |

* 1. For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy are within Annex 3.
	2. The College of Policing requires the supplier to ensure all roleplay actors to be utilised have NPPV1 security clearance as standard. Responsibility for obtaining and paying any charges required to obtain NPPV1 clearance will sit with the supplier.

1.9.1 All roleplay actors will be required to sign a confidentiality agreement on an annual basis.

1.9.2 Scripts will be sent directly to the roleplay actors’ correspondence address 14 days prior to the Assessment Centre via Secure/Special Delivery. It is the responsibility of the roleplay to keep these materials secure until they are surrendered at the end of the roleplay actors’ engagement.

1. **Payment**
	1. Prices are to be submitted via Appendix E excluding VAT.
	2. Pricing should be based upon role actor Daily rates and Hourly rates, both inclusive of agency fees.

## Payment process - Purchase order will be sent to the supplier with contract and work details. Once each section has been completed, invoices (referencing the purchase order number) should be sent to [REDACTED].

## The payment term is 30 days.

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

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

1. **Liaison**

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

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 a PDF copy of this letter to [REDACTED TEXT] at the above email address **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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received. If any contact or work is carried out prior to both parties signing the Contract Award Letter, the risk associated is held with the Supplier and the Contracting Authority is not obliged to cover any costs incurred.

Yours faithfully,

|  |
| --- |
| Signed by Crown Commercial Service Acting as Commercial Agents for and on behalf of the College of Policing (“the Customer”) – Home Office |
| Name: [REDACTED]Procurement Specialist |  |
| Signature: |  |
| Date: |  |

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

|  |
| --- |
| Signed for and on behalf of Medical Roleplayers (Uk) Ltd (“the Supplier”) |
| Name:  |  |
| Signature:  |  Date: |

**Annex 1**

Terms & Conditions

****

**Annex 2**

Pricing Schedule

[REDACTED]

**Annex 3**

Statement of Requirements

[REDACTED]

**Annex 4**

Suppliers Response

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**[REDACTED]**

**Annex 5**

Clarifications

