



Department
of Energy &
Climate Change

SANS EMEA
PO Box 124
Swansea
SA3 9BB

Attn: Tony O' Keefe

By email to: aokeefe@sans.org

Date: 9th December 2015

Our ref: TRN 1103/11/2015

Dear Sirs,

Award of contract for the provision of Securing the Human Engineers Security Awareness Training

Following your proposal for the supply of the Securing the Human Engineers Security Awareness Training to the Department of Energy and Climate Change (DECC), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between DECC as the Customer and SANS 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 Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

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

- 1) The Services shall be performed at the Supplier's premises at Swansea, SA3 9BB and the training will be hosted on the SANS Virtual Learning Environment.
- 2) The charges for the Services shall be as set out in Annex 2.
- 3) The specification of the Services to be supplied is as set out in Annex 3.
- 4) The Term shall commence on 16th December 2015 and the Expiry Date shall be 16th December 2016 unless extended or subject to early termination.
- 5) The address for notices of the Parties are:

Customer

Area 3D,
3 Whitehall Place
SW1A 2AW

Attention: Herpreet Bhamra

Email: herpreet.bhamra@decc.gsi.gov.uk

Supplier

PO Box 124
Swansea
SA3 9BB

Attention: Tony O'Keefe

Email: aokeefe@sans.org

- 6) The following persons are Key Personnel for the purposes of the Agreement:

Name	Title
Mike Botten	Assistant Head Energy Cyber Security, DECC
Sam Emery	Programme Manager, DECC
Meagan Tudge	Manager, SANS

- 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.

Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: herpreet.bhamra@decc.gsi.gov.uk. 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.

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. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to SSD.APAgencies@defra.gsi.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be Herpreet Bhamra (herpreet.bhamra@decc.gsi.gov.uk, 0300 068 8370) or, in their absence, Mike Botten (mike.botten@decc.gsi.gov.uk, 0300 068 8236).

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 Herpreet Bhamra at the above address **within 7** days 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,

Signed for and on behalf of the Secretary of State of the Department of Energy and Climate Change

Name: Herpreet Bhamra
Job Title: Policy Advisor, Energy Cyber Security, DECC

Signature:

Date: 09/12/2015

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

Signed for and on behalf of SAMS INSURANCE

Name: Tomy O'Keefe

Signature: [Handwritten Signature]

Date: 16-12-15