**Open Elms LTD**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

Attn: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Date: **5th January 2023**

Contract ref: **CCZP22A05**

Dear Sir/Madam,

**Award of contract for the supply of Provision of First Aid Training Provider**

On behalf of the Crown Commercial Service (the “Contracting Authority”), I am pleased to inform you that you have been identified by the Contracting Authority as the preferred Supplier in line with the RM6219 Learning and Training Services DPS Commercial Agreement parameters for Rapid Award and therefore we would like to award the contract to you.

The call-off contract shall commence **9th day of January 2023** and the Expiry Date will be **8th day of January 2024.** The total contract value shall be £25,000.00 excluding all extension options. Contracting Authority reserves a right to extend the procurement for up to two (2)

Periods of twelve (12) months. For the extension periods the Contracting Authority will require further budgetary approval before initiating any extension options.

This procurement activity was a Rapid Award under Commercial Agreement RM6219 Learning and Training Services DPS Lot 1: Learning and Training Services DPS and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Call-Off Contract/Terms and Conditions (Attachment 5) and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 3pm on 9th January 2023

A copy signed on behalf of the Contracting Authority will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

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| Signed for and on behalf of **Crown Commercial Service** | |
| **REDACTED TEXT under FOIA Section 40, Personal Information.**  Date: 5th January 2023 |  |