



Education & Skills Funding Agency

<Redacted>

<Redacted>

1st floor
SQW Ltd
43 Charlton Street
Greater London
NW1 1JD

23 November 2018

Dear <Redacted>

Best Practice/Continuous Improvement Programme for the National Careers Service - Contract Award

**CROWN COMMERCIAL SERVICES – RESEARCH MARKETPLACE -DYNAMIC
PURCHASING SYSTEM (DPS) RM6018
EDUCATION & SKILLS FUNDING AGENCY CONTRACT CODE NUMBER GS00436C**

Thank you for your interest in our requirement to carry out the Best Practice Programme on behalf of the National Careers Service to the Education & Skills Funding Agency (ESFA).

We are pleased to advise you that the Agency is awarding SQW a contract based on your tender received through the DPS RM6018 in response to the ESFA's Invitation to tender dated October 2018. The contract will commence on 03 December 2018 and, subject to satisfactory performance and delivery, will run until 31 March 2021.

The ESFA reserves the option to extend the contract beyond 31 March 2021 for up to a maximum of two years. This will be subject to continued satisfactory performance (as detailed in the specification), the continued availability of funding, and the continued commitment of the ESFA to the programme.

In the event of early termination of the contract, three months' notice on either side will be required.

The contract award is made conditionally subject to the following provisions and the entire agreement is to be made of the following documents:

1. Terms and Conditions of the Crown Commercial Service (CCS) Research Market Place DPS RM6018 (already agreed).
2. Invitation to tender (including the Service Specification) for the Provision of assurance dated October 2018.
3. Your service specification tender response and schedule of daily rates dated October 2018.

ESFA Purchase Orders – The Agency will shortly confirm an official purchase order to cover the work requirements. Any purchase orders issued will be under the Terms and Conditions of the Framework Agreement and shall be endorsed with the Terms and Conditions of the DPS RM6018 apply to the Services provided against this purchase order, you should ensure that any invoices raised contain the DPS Framework reference and your ESFA contract number as stated above.

It would be appreciated if you could confirm within 10 days of the date of this letter, your acceptance of this award subject to the provisions set out above.

Yours sincerely

<Redacted>

Name: **<Redacted>**

Job title: **<Redacted>**

For and on behalf of the Education & Skills Funding Agency

E: **<Redacted>**

I hereby confirm receipt of the above Letter of Appointment and the agreement to provide to the Education & Skills Funding Agency the services as outlined in the Invitation to Tender/ Service Specification Requirements in accordance with the terms and conditions of the Crown Commercial Services framework RM6018.

Signed

<Redacted>

Date

28/11/2018

Name

<Redacted>

Status

<Redacted>