



Ernst & Young LLP
1 More London Place
London SE12AF

Attn: **REDACTED**
REDACTED

Date: 1/12/16

Procurement ref: CCCC16B16

Dear Sir/Madam,

Award of contract for the supply of Grants Efficiency Function Business Case Development and Savings Opportunity Identification

Following your tender / proposal for the supply of services to the Cabinet Office we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Customer and Ernst & Young 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:

- 1.1. The Services shall be performed at the Supplier’s premises and at 1 Horse Guards Road, London SW1A 2HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £49,346, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s proposal at Annex 4 Where there is conflict Annex 3 shall take precedence.
- 1.4. The Date of Delivery shall be 14/11/16.
- 1.5. The Term shall commence on 14/11/16 (the “Start Date”) and the Expiry Date shall be 8/12/16. The Authority reserves the option to extend the contract by a 1 month period.

1.6. The address for notices of the Parties are:

Customer

Supplier



Cabinet Office
1 Horse Guards Road
London SW1A 2HQ

Attention: **REDACTED**
Email: **REDACTED**

Ernst & Young LLP
1 More Place
London SE1 2AF

Attention: **REDACTED**
Email: **REDACTED**

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

Name	Title/Role
REDACTED	Customer Lead Contact
REDACTED	Supplier Lead Contact

1.8. 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.

2. Payment

- 2.1 All invoices must be sent, quoting a valid purchase order number (PO Number), to: Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.
- 2.2 To avoid delay in payment it is important that the invoice is compliant and that it includes a valid 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 returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact **REDACTED** or by telephone to **REDACTED** between 09:00-17:00 Monday to Friday.

3. Liaison

- 3.1 For general liaison your contact will continue to be **REDACTED** on **REDACTED**.
- 3.2 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 **REDACTED** 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 procurement reference number above in any future communications relating to this contract. You are reminded that no



Crown
Commercial
Service

OFFICIAL

2nd Floor, Aviation
House, 125
Kingsway, London
WC2B 6NH

T **REDACTED**
E
REDACTED
www.gov.uk/ccs

engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

REDACTED
Commercial Specialist
Crown Commercial Service

Cc: **REDACTED- REDACTED**



Signed for and on behalf of the Cabinet Office (“the Customer”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 7/12/16

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

Signed for and on behalf of Ernst & Young LLP (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 5/12/16