



Outsource Vocational Learning Ltd
Outsource Training and Development
5 Exhibition House
Addison Bridge Place
London
W14 8XP

Attn: [REDACTED]

[REDACTED]

Date: 10th April 2018

Contract Reference: CCDE18A01

Dear [REDACTED],

Award of contract for 'The Provision of Apprenticeship Training for Level 3 Marketing and Level 4 PR & Communications to the Cabinet Office'

Following your tender / proposal for The Provision of Apprenticeship Training for Level 3 Marketing and Level 4 PR & Communications to the Cabinet Office, 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 Cabinet Office as the Customer and Outsource Vocational Learning 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:

- 1.1. The Services shall be delivered across England and at different government departments.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £480,000 ex VAT).
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4 and clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The initial term of this contract will be for 2 years and shall commence on Monday 16th April 2018 and the Expiry Date shall be 15th April 2020. The Authority reserves the option to extend the contract by 3 years on an annual basis (1+1+1) or up to the maximum contract value of £480,000, whichever is the earlier. Upon reaching either threshold, the Supplier will continue to provide the contracted training programme to apprentices sourced under this contract towards completing their apprenticeship. The support is required for up to a maximum of 5 years.



1.5. The address for notices of the Parties are:

Customer

Cabinet Office
70 Whitehall
Westminster,
London,
SW1A 2AS
Attention: [REDACTED]
Email: [REDACTED]

Supplier

Outsource Vocational Learning Ltd
Outsource Training and Development
5 Exhibition House
Addison Bridge Place
London
W14 8XP

Attention: [REDACTED]
Email: [REDACTED]

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

Name	Title/Role
[REDACTED]	HR Business Partner for Government Communication Service
[REDACTED]	Director

1.7. 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.

2. Payment

2.1. This agreement will be used by other government departments and payment details will need to be agreed with the individual departments at the commencement of the apprenticeship.

2.2. For supplying training and arranging the end point assessment, the Supplier will receive payments from the apprenticeship levy through the digital Apprenticeship Service, after they have sent an invoice to the Authority. Payments from the levy can only cover training and the end point assessment. The supplier will bill separately for any recruitment costs, which will be paid directly by the Authority.

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

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

3. Liaison

For general liaison your contact will continue to be [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

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acceptance of the award of this contract by signing and returning the enclosed copy of this letter **[REDACTED]** via the portal within 2 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.

Yours sincerely,

Signed for Cabinet Office ("the Customer")

Name:

Job title:

Signature:

Date: 10th April 2018

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

Signed for and on behalf of Outsource Vocational Learning Ltd ("the Supplier")

Name:

Job title:

Signature:

Date: 11th May 2018