



**The Open University**  
[REDACTED]

Attn: [REDACTED]  
[REDACTED]

Date: 14<sup>th</sup> December 2017

Procurement ref: CCZP17A33

Dear [REDACTED]

**Award of contract for the Provision of Chartered Manager Degree Apprenticeship Course for CSEP**

The purpose of this letter is to confirm retrospectively the award of a contract for the supply of a Chartered Manager Degree Apprenticeship Course. [REDACTED]

This letter (Award Letter) set out the terms of the contract between the Cabinet Office (Civil Service Employee Policy Department) as the Customer and The Open University as the Supplier for the provision of the Services. For the purpose of the administration of this contract, the Terms and Conditions of the Supplier, The Open University, will apply.

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

1.1. The Services will be delivered at **The Open University; Walton Hall; Milton Keynes MK7 6AA**

1.2. . The total contract value shall be £22,500.00, including all extension options, excluding VAT.

1.3. The Date of Delivery will be from the 6th of May 2017.

1.4. The Term shall commence on 6th of May 2017 (the “Start Date”) and the Expiry Date shall be the 5th of May 2021, with no further options to extend.

1.5. The address for notices of the Parties are:

**Customer**

[REDACTED]

Attention: Business Management team Lead  
Email: [REDACTED]

**Supplier**

[REDACTED]

Attention: Apprenticeship Data and  
Funding Manager  
Email: [REDACTED]



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

Name	Title/Role
[REDACTED]	Business Management Team Lead CSEP
[REDACTED]	Attendee of the Apprenticeship Course
[REDACTED]	Apprenticeship Data and Funding Manager Open University

## 2. Payment

The total value of the contract is £22,500.00 excluding VAT it is expected that total cost of the course will be paid in 3 annual instalments of £ 7500.00 excluding VAT

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Cabinet Office, PO Box 405, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ. 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.

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 our Customer's Accounts Payable section either by email to APinvoices-CAB-U@sscl.gse.gov.uk or by telephone 08456028244 between 09:00-17:00 Monday to Friday.

## 3. Liaison

{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 acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] within 1 day 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 faithfully,

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

Name: [REDACTED]

Business Management Team Lead



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E info@crowcommercial.gov.uk

www.gov.uk/ccs

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Signature: **[REDACTED]**

Date: **[REDACTED]**

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

Signed for and on behalf of The Open University (“the Supplier”)

Name **[REDACTED]**  
Apprenticeship Data and Funding Manager

Signature: **[REDACTED]**

Date: **[REDACTED]**

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OFFICIAL