



Crown Commercial Service

Crown Commercial Service

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

T 0207 276 8678

E managedprocurementservice@crowncommercial.gov.uk

<https://www.gov.uk/ccs>

REDACTED

Pitman Training,
Pitman Training Centre,
Salisbury House,
London Wall,
London EC2M 5QQ

Dear REDACTED,

00051515 Executive PA Performance Development Programme

I am pleased to inform you that we would like to award the above contract to Pitman Training LLP ('The Supplier'). This letter sets out the services and the terms on which you agree to provide them to the Her Majesty's Treasury (HMT) ('The Authority'). A copy of the Terms and Conditions of this Contract can be found in Appendix A of this letter.

Contract

00051515 Executive PA Performance Development Programme

Service Description

As per Pitman Training Proposal – 'Discussion Document to the HM Treasury for the Development of The Executive PA Performance Development Programme' date 30 June 2016 (Attached as Appendix B).

Delivery Option and Cost Breakdown

Option 2 of the 'Discussion Document to the HM Treasury for the Development of The Executive PA Performance Development Programme' i.e.

REDACTED

3 Full programmes total

REDACTED

Programme design cost, customising course materials, case studies, exercises, handouts and providing Pitman certificates:

REDACTED

Total Contract Value:

£15,090 excluding VAT.

Effective Date:

01 September 2016

Expiry Date:

31 December 2016



INVESTOR IN PEOPLE



CIPS
CERTIFICATION



Point of Contact/ Notices

For the Authority: **REDACTED**, Her Majesty's Treasury, Corporate Centre Group, 1 Horse Guards Road, London SW1A 2HQ

Email: **REDACTED** Telephone: **REDACTED**

For the Supplier: **REDACTED**, Pitman Training, Pitman Training Centre, Salisbury House, London Wall, London EC2M 5QQ

Email: Telephone: **REDACTED**

By signing and returning this Award Letter, the Supplier agrees to a legally binding contract with the Authority to provide to the Authority the Services specified in this Award Letter, incorporating the rights and obligations in the Terms and Conditions of Contract as set out in Appendix A to this Award Letter.

For and on behalf of the Authority:

For and on behalf of the Supplier:

Name.....

Name.....

Signature.....

Signature.....

Please print and sign two (2) copies of the attached contract and send an electronic copy to managedprocurementservice@crownccommercial.gov.uk and a copy to the Authority address above below by close of play 25 July 2016.

Yours sincerely

REDACTED

Crown Commercial Service Managed Service

Tel: 0207 276 8678

E-mail: **REDACTED**

