

OEE Consulting Ltd
8100 Alec Issigonis Way
Oxford
OX4 2HU

Attn: [REDACTED]
[REDACTED]

Date: 10th July 2018

Procurement ref: CCZP18A11

Dear [REDACTED],

Award of contract for the provision of Continuous Improvement Practitioner Training for the Home Office

Following your tender for the provision of Continuous Improvement Practitioner Training to the Home 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 Home Office as the Customer and OEE Consulting 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 performed at any venue sourced by the Home Office throughout Great Britain.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to £150,000 ex VAT for the full duration of this contract.
- 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 1st April 2017 (the “Start Date”) and the Expiry Date shall be 30th September 2018.

1.5. The address for notices of the Parties are:

Customer	Supplier
[REDACTED] <i>Continuous Improvement Unit Performance, Assurance and Governance Directorate Home Office 16th Floor Lunar House 40 Wellesley Road Croydon CR9 2BY</i> Email: [REDACTED]	[REDACTED] OEE Consulting Ltd 8100 Alec Issigonis Way Oxford OX4 2HU Email: [REDACTED]

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

Name	Title/Role
[REDACTED]	Continuous Improvement Unit
[REDACTED]	OEE Consulting Ltd

2. Payment

- 2.1. A purchase order will be in place to ensure payment can be paid in the agreed terms.
- 2.2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.4. Invoices to be sent electronically to the Capability Manager at **[REDACTED]** to review before sending on to the Home Office Shared Service Centre, HO Box 5015, Newport Gwent NP20 9BB. **[REDACTED]**

3. Liaison

For general liaison your contact will continue to be **[REDACTED]** or, in their absence, **[REDACTED]** via e-mail **[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 via the portal **within 3** 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.

4. Contact

The supplier will be provided delegate details including email address by CIU for use relating to certification and portfolio purposes only. The supplier is prohibited from directly contacting course delegates or Home Office and its other ALB's employees for reasons not pertaining to certification and portfolio purposes. This includes distribution lists used by the supplier to promote courses and products. Unless pre-approval has been gained from the contract manager at the Home Office.

Yours sincerely,

Signed for Home Office (“the Customer”)

Name: **[REDACTED]**

Head of Professional Services Category

Signature: **[REDACTED]**

Date: 10th July 2018

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

Signed for and on behalf of OEE Consulting Ltd (“the Supplier”)

Name: **[REDACTED]**

Job Title: Director | Marketing + L&D

Signature:

[REDACTED]

Date: 10/07/18