



LSR Training & Development Ltd
The Farriers,
15 Castle View,
Paltrerton,
Chesterfield,
S44 6UQ

Attn: **REDACTED**

REDACTED

Date: 30/11/2016

Procurement ref: CCLE16A02

Dear Sir,

Award of contract for the supply of Personal Effectiveness Training

This is a contract letter formalising the agreement for the supply of a bespoke training course designed to boost personal effectiveness skills, personal impact, having difficult conversations (with stakeholders), and negotiation skills to the Department for Communities and Local Government or 'DCLG' (from here on referred to as "The Authority") Troubled Families team. The attached Appendix 1 provides details of the booking.

This letter and its Appendix set out the terms of the contract between The Authority as the Customer and LSR Training Ltd as the Supplier for the provision of the Services.

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

- 1.1. The Services shall be delivered at Customer's premises DCLG, 2 Marsham Street, London SW1P 4DF on the 28 November 2016 and a third party premises at Blackfriars Novotel, 46 Blackfriars Road, London SE1 8NZ on 5 December 2015.
- 1.2. The charges for the Services shall be as set out in Appendix 1. The total contract value shall be REDACTED excluding VAT.
- 1.3. The specification of the Services to be supplied is as set out in Annex 1. Where there is conflict Annex 1 shall take precedence.
- 1.4. The Date of Delivery shall be Monday 28 November 2016 and Monday 5 December 2016.
- 1.5. The Term shall commence on Monday 28 November 2016 (the "Start Date") and the Expiry Date shall be Monday 5 December 2016.



1.6. The address for notices of the Parties are:

Customer

REDACTED
 Department for Communities and Local
 Government
 2 Marsham Street
 London SW1P 4DF
 Attention: REDACTED
 Email: REDACTED

Supplier

REDACTED
 LSR Training and Development Ltd
 The Farriers, 15 castle View,
 Palterton, Chesterfield S44 6UQ
 Attention: REDACTED
 Email: REDACTED

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: CP2P Team, DCLG, 4th Floor, High Trees Hillfield Road, Hemel Hempstead HP2 4XN. 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 the Customer's Accounts Payable section by email to SAP.Helpdesk@communities.gsi.gov.uk.

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 acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Rod Hill at the above address **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 faithfully,

REDACTED,
 Commercial Specialist
 Crown Commercial Service

Signed for Department for Communities and Local Government ("the Customer")



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

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

www.gov.uk/ccs

Name:
Job title:
Signature:

Date:

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

Signed for and on behalf of LSR Training and Development Ltd (“the Supplier”)

Name:
Job title:
Signature:

Date:

OFFICIAL



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

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

www.gov.uk/ccs

ANNEX 1: Specification of Services

Personal Effectiveness Training

Specification of services are as stated in the emailed dated 30th November 2016 from REDACTED, LSR Training Ltd.

OFFICIAL