



**PA Consulting Services Limited
123 Buckingham Palace Road
London
SW1W 9SR**

Attn: REDACTED

REDACTED

Date: 11 November 2016

Procurement ref: CCZP16A02

Dear REDACTED,

Award of contract for the supply of Design and Delivery of Training Courses for HMT New Band E's/Grade 7/Band A's for both Lot 1 and Lot 2

Following your tender proposal bid for the supply of Design and Delivery of Training Courses for HMT New Band E's/Grade 7/Band A's to HM Treasury received on 3 October 2016 and subsequent clarifications on 6 and 20 October 2016, we are pleased to award this contract to PA Consulting Services Ltd.

This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury (HMT) as the Customer and PA Consulting Services Limited 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 1 Horse Guards Road, SW1A 2HQ which are the Customer's premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The maximum total contract value shall be £1,493,175, including all extension options (2 + 1 + 1) and additional delivery of modules 2 to 5 and action learning sets of up to three runs in 2017/18, four runs in subsequent years. The pricing breakdown is included at Annex 2.
- 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. Where there is conflict Annex 3 shall take precedence.

1.4. The Dates of Delivery shall be

Milestone	Description	Timeframe
1	1 st kick off meeting to scope and plan project, including delivery plan, project milestones and mitigation of risks.	Within week 1 of Contract Award
2	Meeting with key stakeholders for modules 1 -5 to understand requirement and kick of content design.	Within week 1 of Contract Award
3	Sign off of content by senior sponsors	End of November
4	Sign off content with Governance Board (Strategy and Capability Board).	January 2017
5	Final revisions to content	Mid-January 2016
6	Delivery of programme to 1 st cohorts commences (module 1) Welcome and introduction to management and leadership	w/c 23 January 2017
7	Delivery of module 2: Political awareness and working with ministers (half a day)	By end January/early February
8	Plan further cohorts on programme – (cohorts possibly commencing May 2017)	February
9	Delivery of module 3: Problem framing and policy solutions (2 days)	By end March 2017
10	1 st action learning set (2 hours)	w/c early April
11	Delivery of module 4: Essential management skills (2 days)	end April
12	Delivery of module 5: Advanced stakeholder skills	mid May
13	2 nd action learning set (2 hours)	Early June
14	3 rd action learning set (2 hours)	end June
15	Closing event	mid July

1.5. The Term shall commence on 17 October 2016 (the “Start Date”) and the Expiry Date shall be 16 October 2018. **The Authority reserves the option to extend the contract by 2 periods of 1 year (2 + 1 + 1).**



1.6. The address for notices of the Parties are:

Customer	Supplier
HM Treasury 1 Horse Guards Road SW1A 2HQ London Attention: REDACTED Email: REDACTED	PA Consulting Services Limited 123 Buckingham Palace Road London SW1W 9SR Attention: REDACTED Email: REDACTED

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

	Name	Title/Role
Supplier	REDACTED	Programme Lead
	REDACTED	Programme Lead
	REDACTED	Design Lead
	REDACTED	Co-design and co-facilitation team member
	REDACTED	Co-design and co-facilitation team member
	REDACTED	Co-design and co-facilitation team member

2. Pricing and Payment

The total maximum price for the whole contract duration including 2 x 1 year extension options is £1,493,175 (Please refer to Agreement Annexes at Annex 2 for detailed breakdown).

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team Finance and HR Operational Services, HM Treasury, Rosebery Court, St Andrew's Business Park, Norwich, NR7 0HS. 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 either by email to invoicequeries@hmtreasury.gsi.gov.uk or by telephone 020 7270 6000 (option 3 then option 4) between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contacts will continue to be REDACTED (REDACTED) and REDACTED (REDACTED or in their absence REDACTED (REDACTED))



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OFFICIAL

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

T **REDACTED**
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www.gov.uk/ccs

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** at the above address **within 7** 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,

Name: **REDACTED**
CCS Managed Service

Signed for and on behalf of HM Treasury (“the Customer”)

Name:

Signature:

Date:

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

Signed for and on behalf of PA Consulting Limited (“the Supplier”)

Name: **REDACTED**
Programme Lead

Signature:

Date:

OFFICIAL

Award letter

V1.0 11/11/2016