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Attn:  **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: ***23rd September 2022***

Contract Reference: ***CCHR22A03***

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**

**Award of contract for the Provision of a workplace adjustment contract**

Following your proposal for the provision of ***workplace adjustment services*** to ***The Cabinet Office,*** (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between ***The Cabinet Office*** as the Contracting Authority and ***ILA 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 Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be delivered **REDACTED TEXT under FOIA Section 40, Personal Information** (**Contracting Authority’s premises**).
   2. The charges for the Services shall be as set out at Annex 2 in the Terms and Conditions. The total contract value shall be £51,140.00 Ex VAT. Inclusive of all extension options.
   3. The specification of the Services to be supplied is as set out at Annex 3 in the Terms and Conditions.
   4. The Initial Term shall commence on ***3rd October 2022*** (the “Start Date”) and the Expiry Date shall be ***2nd October 2023*** with the possibility of a one-year extension option.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | **REDACTED TEXT under FOIA Section 40, Personal Information** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

**REDACTED TEXT under FOIA Section 40, Personal Information**

1.7.2 For the Contracting Authority:

**REDACTED TEXT under FOIA Section 40, Personal Information**

* 1. The Contracting Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Contracting Authority, or is of a type otherwise advised by the Contracting Authority (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

1. **Payment**
   1. Funding to be provided by Fast Stream Early Talent (Emerging Talent) in the first instance, which has already been included in this year’s forecast.
   2. This process will be managed centrally by Emerging Talent.  Emerging Talent works on a full cost recovery basis and as such the full cost of this support worker(s) project will be recharged to Other Government Departments through the Fast Stream funding models.
   3. Departments are recharged for all workplace adjustments through the standard fast stream process, where we average out workplace adjustment costs across all Fast Streamer fees for departments to alleviate any ‘reasonable’ cost issues.
   4. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
   5. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
   6. Invoices should be submitted to:

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

1. **Liaison**

For general liaison your contact will be **REDACTED TEXT under FOIA Section 40, Personal Information**.

For liaison regarding any commercial issues or those relating to the contract, your contact will be **REDACTED TEXT under FOIA Section 40, Personal Information**.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT under FOIA Section 40, Personal Information**. by return email **within 3** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours Sincerely,

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| --- | --- |
| Signed for and on behalf of**Cabinet Office**(“the Customer”) | |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**. |  | |
| Job Title:  Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**. |  | |
| Date: |  | |

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

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| Signed for and on behalf of ***ILA Ltd*** (“the Supplier”) |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**.  Job Title: ***Director***  Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| Date: ***03/10/2022*** |
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