



RiskWize Limited
The Hub
Galway Technology Park
Parkmore
Galway, Ireland.

Attn: REDACTED

Date: 09 January 2017

Procurement ref: CCZP16A24

Dear Sir,

Award of contract for the supply of H&S e-Learning Training for Her Majesty's Treasury (HMT)

Following your tender proposal for the supply of online Health and Safety e-Learning for Her Majesty's Treasury (HMT), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between HM Treasury as the Customer and RiskWize Ltd (Trading as EssentialSkillz) 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 will be carried out at the Supplier's premises. The service must be available via the internet.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be at £20,995 for the first two years of the 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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 1st March 2017 (the "Start Date") and the Expiry Date shall be 28 February 2019. The Authority reserves the option to extend the contract by 2 periods of up to 12 months.
- 1.5. The address for notices of the Parties are:

Customer

HM Treasury
1 Horse Guards Rd, London, SW1A
2HQ
REDACTED

Supplier

RiskWize Ltd
The Hub, Galway Technology Park,
Parkmore, Galway, Ireland,
REDACTED



1.6. The following person/s are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Product Implementation Manager
REDACTED	Business Development Manager
REDACTED	Internal System Developer

2. Payment

One invoice per year is required. Payment to be made in advance annually.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Accounts Payable, Finance Team - Finance & 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 contact will continue to be 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 REDACTED at the above address **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.

Yours faithfully,

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

Name: **REDACTED, Commercial Manager**

Crown Commercial Service

Signature:

Date: 09 January 2017



Crown
Commercial
Service

OFFICIAL

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

T 0207 276 8886
E
ManagedProcurementService@cro
wncommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of RiskWize Limited (trading as EssentialSkillz)(“the Supplier”)

Name: **REDACTED**
Senior Business Development Manager

Signature:

Date:

OFFICIAL

Award letter

V1.0 09 January 2017