PROCUREMENT AND BUSINESS SERVICES
(Purchasing & Contracts, Print & Reprographics)

UNIVERSITY of GREENWICH

Ms Jenny Brown, Director
Grant Thornton UK LLP
Grant Thornton House
Melton Street, London
NW1 2EP

Direct Line: 020 8331 8899
Our Ref: Contract Ext. Audit/*Award*
e-Mail: *contracts@gre.ac.uk*
Date: 9th December 2016

Dear Ms Brown,

CONTRACT AWARD LETTER FOR PROVISION OF EXTERNAL AUDIT SERVICES 2016-21/23

Further to your tender submission for the above requirement, after comprehensive tender analysis we are pleased to confirm the decision of the University's Court to award you the Contract for a period of five (5) years with the option to extend by up to two (2) additional years subject to satisfactory performance in provision of external Audit Services to the University. The contract sum is **£80,984** (inclusive of £10,960 in respect of the Public Interest Entity (PIE) audit in year one plus VAT and subject to c.2% RPI increase thereafter.

Your appointment is subject to the tender proposal and on the basis that should the University discharge its obligations regarding the current Bond facility, the need for the PIE audit service will cease and costs accordingly excluded. Please note that this provision is to be included in the **Engagement Letter** for the new contract and submitted to the University Secretary for endorsement and copied to me. It would be appreciated if you could make the preliminary pre-contract arrangements for meeting the agreed delivery and completion dates and in particular note the following matters:

1. **PURCHASE ORDER(S)**
   A Purchase Order will been issued by the Client Representative via our Parabilis e-Procurement system in accordance with the letter confirming the Contract Award.

2. **PRE-CONTRACT MEETING**
   Any pre-contract meetings may be convened by the Client Representative, Mrs Louise Nadal, University Secretary and/or Mr Reginald Daly, Director of Finance, and where other senior managers and probably the a member of the Audit Committee for the purpose of ensuring good understanding of working relationships, the framework within which the requirement is to be provided, and to establish a programme or Plan.

3. **QUOTATIONS FOR ADDITIONAL REQUIREMENTS**
   Any quotations requested for additional requirements of a corporate, Faculty or Directorate nature whether or not arising from this Contract must also be submitted tome in the Procurement & Business Services via e-mail to **Contracts@gre.ac.uk** in addition to the Client Representative.

In meantime the University looks forward to the excellent performance of your obligations under the Contract and responding positively to requests for additional information.

Yours sincerely,

Digitally signed by Vincent M John
DN: cn=Vincent M John, o=University of Greenwich, ou=Director of Procurement & Business Services, email=v.m.john@gre.ac.uk, c=GB
Date: 2016.12.09 16:21:34 Z

Vincent M John, Director of Procurement & Business Services

Cc. Ms Louise Nadal, University Secretary; Mr Reginald Daly, Director of Finance.

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