



Capita Business Services Limited
30 Berners Street
London W1T 3LR

Attn: [REDACTED]
[REDACTED]

Date: **22nd September 2020**

Contract ref: **TROO229**

Dear [REDACTED]

Award of contract for DfT Consultancy Services

Further to your proposal dated 7 September 2020 on behalf of the Department for Transport (the "Authority") we would like to award the contract to you.

The call-off contract shall commence 22nd day of September 2020 and the Expiry Date will be the 22nd day of March 2021. The total contract value shall be £37,560.00 ex VAT, including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6008 Management Consultancy Framework 2, Lot 1 – Business Consultancy Services Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please print and sign a copy of the attached Call Off Order Form and forward to the Procurement Lead [REDACTED] electronically via email. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

A copy signed on behalf of the Contracting Authority will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

Signed for and on behalf of **Department for Transport**

[REDACTED]

Name: [REDACTED]

Job Title: Commercial Relationship Manager

Signature:

Date: 22/09/2020