

**YouGov Plc**

**REDACTED**

Attn: **REDACTED**

**REDACTED**

Date: Wednesday 14<sup>th</sup> March 2018

Procurement ref: CCZZ17A41

Dear Sir,

**Award of contract for the supply of Provision of Stakeholder Survey**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Department for Transport (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

For the purpose of this letter of appointment:

- a. Capitalized terms and expressions used in this Letter of Appointment, its supporting Call-Off Order Form and attached Terms and Conditions, have the same meanings given to them or in pursuant to the Terms attached to this Letter of Appointment unless the context otherwise requires;
- b. References to Appendices are references to the Appendices to this Letter of Appointment; and
- c. This letter of appointment, the Call-Off Order form and the attached Terms and Conditions (where the term Framework Agreement means the Call Off agreement and UKSBS means the Contracting Authority) form the Contract for Services;

The call-off contract shall commence Monday 19<sup>th</sup> March 2018 and the Expiry Date will be Wednesday 18<sup>th</sup> March 2020. The Authority reserves the option to extend the call-off contract by 2 periods of 1 year (2+1+1). The maximum contract value shall be £120,000 including all extension options.

This procurement activity was a further competition under framework UKSBS Market Research RM1086 Lot 4: Performance/ Reputation Audit and Customer/ Stakeholder Satisfaction and the framework Terms and Conditions shall apply. A copy of the Call-Off Order form and the terms and conditions is provided with this Award Letter which together form the Contract.

The Call Off Order form will follow this Award Letter.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

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OFFICIAL



Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 12:00 Friday 16<sup>th</sup> March 2018.

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

Name: **REDACTED**

**REDACTED**

Signature: **REDACTED**

Date: Wednesday 14<sup>th</sup> March 2018