**Phoenix Legal Services**

**21 St Andrews Crescent**

**Cardiff**

**CF10 3DB**

Attn: [REDACTED]

**Email:** [REDACTED]

Date: 4th December 2019

Contract ref: CCLL19A13

Dear [REDACTED],

**Award of Contract for the Provision of Costs Lawyer Services**

Further to your submission of a bid for the above Procurement, on behalf of Government Legal Department (the “Authority”), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company has been successful and will be awarded a Contract. Your organisation was ranked 2nd in our evaluation and the scores of the successful providers on this occasion were;

|  |  |
| --- | --- |
| Provider  | Score |
| Woodron Holdings | 96.94 |
| Phoenix Legal Services | 75.98 |
| Horwich Farrelly | 75.04 |
| Kennedys Law | 74.17 |

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence on 16th December 2019 and the Expiry Date will be 15th December 2021. The Contracting Authority reserves the option to extend the call-off contract by 2 years (1+1). The total contract value shall be up to £1,500,000.00 (ex VAT) including all extension options. The total value of all four rota Contracts will be up to £6,000,000.00 (ex VAT).

This procurement activity was a Call Off under Commercial Agreement RM6137 – Costs Lawyer Services – Lot 1 and the Commercial Agreement 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 this letter and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by Friday 6th December 2019. 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 sincerely,

|  |
| --- |
| Signed for and on behalf of Government Legal Department |
| Name: [REDACTED] |  |
| Signature: [REDACTED] |  |
| Date: 4th December 2019 |  |