

Moore Stephens LLP  
150 Aldersgate Street,  
London,  
EC1A 4AB

Attn: REDACTED TEXT

Date: Thursday 7<sup>th</sup> December 2017

Procurement ref: CCCC17B37

Dear Sir/Madam,

**Award of contract for the Provision of Consultancy for Dual Workplace Tax Advice**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Crown Commercial Service (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 call-off contract shall commence on Monday 11<sup>th</sup> December 2017 and the Expiry Date will be Friday 22<sup>nd</sup> December 2017. The Authority reserves the option to extend the call-off contract by one week until Monday 8<sup>th</sup> January 2017. The total contract value shall be £10,000 exc VAT and will include all extension options.

This procurement activity was a further competition under framework RM3745 Management Consultancy Framework Lot 2 - Finance and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy of the contract 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.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 2:00pm on Friday 8<sup>th</sup> December 2017. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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

Yours faithfully,

REDACTED TEXT