



FCB Inferno  
42 St. John's Square  
2nd Floor  
EC1M 4EB

Attn: **REDACTED**  
**REDACTED**

Date: 22<sup>nd</sup> September 2021  
Contract ref: CCZZ21A28

Dear **REDACTED**,

**Award of contract for the supply of Creative Agency**

Further to your submission of a bid for the above Procurement, on behalf of the Home Office (the "Client"), I am pleased to inform you that you ranked first in our evaluation with a score of 79.80 and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your tender submission.

This call-off contract shall commence Monday 27<sup>th</sup> September 2021 and the Expiry Date will be Friday 23<sup>rd</sup> September 2022. The Client reserves the option to extend this call-off contract by up-to 2 periods of 12 months on a +1+1 basis. As a Call-off Contract levels of work cannot be guaranteed, the total contract value shall not exceed £4,900,000 (excluding VAT) including all extension options.

This procurement activity was a Call-Off under the Crown Commercial Service's Commercial Agreement RM3774 Campaign Solutions 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 sign the Letter of Appointment – Contract, Terms & Conditions and forward this document to the Procurement Lead electronically via the e-Sourcing Suite's messaging service by no later than 15:00 Hours GMT on Thursday 23<sup>rd</sup> September 2021.

A copy signed on behalf of the Client will then be returned to you for your records.

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

Yours sincerely,

**REDACTED**

Associate Commercial Practitioner

Signed for on behalf of the Home Office