**REDACTED TEXT under FOIA Section 40, Personal Information**

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Attn:  **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 27/01/23

Contract ref: CCMA22A06

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**

,

**Award of contract for the supply of strategic market advice: Brand development**

Further to your submission of a bid for the above Procurement, on behalf of Crown Commercial Service (the “Authority”), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The call-off contract shall commence 31st day of January 2023 and the Expiry Date will be 30th day of April 2023. The total contract value shall be £16,000.00 with no option to extend.

This procurement activity was a Direct Award under Commercial Agreement RM6135 Communication Performance Audit and Analysis, Lot 3 Ecosystem Strategic Advice and Support, 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 Call-Off Contract/Terms and Conditions (Attachment 5) and forward to the Procurement Lead by 17:00 30/01/23.

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 Crown Commercial Service | |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**  **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Date: 27/01/23 |  |