|  |  |
| --- | --- |
| Willis Limited  51 Lime Street  London  EC3M 7DQ  (Via CCFT e-Sourcing Portal) | Procurement Division  National Highways  The Cube  199 Wharfside Street  Birmingham  B1 1RN  <http://nationalhighways.co.uk/>  15 February 2023 |

**OFFICIAL SENSITIVE**

**SUBJECT TO CONTRACT**

## CCS RM6020 CALL-OFF FOR INSURANCE BROKER SERVICE 2023-2026

Dear

Further to my letter dated 3 February, I am writing to inform you that the standstill period for this contract has now ended, and that National Highways intends to award this contract to Willis Limited.

Please note that the award of the contract may still be prevented or delayed if a claim is issued against National Highways prior to the execution and completion of the contract. No contract will exist until the contract has been executed and completed.

**Contract Execution**

The schedules contained within Annex A, once completed, and executed, will be the form of agreement. Once this is sent via our e-sourcing portal, please arrange for your authorised signatories to execute the contract. Please do not date the contract. We will execute and complete the contract electronically and provide a copy to you.

**Publicity**

Until such time as we notify you, you must not publicise the contents of this letter or the award of this contract and all media enquiries should be directed to the relevant procurement officer via the Sourcing Portal.

Should you have any queries in the meantime, please do not hesitate to contact us.

Yours sincerely

**Senior Procurement Manager**

**Annex A**

|  |  |
| --- | --- |
| **Schedule Number** | **Title** |
|  | **Contract Documents** |
| 6 | Framework Schedule (Order Form) |
|  | CCS RM6020 Core Terms v1.0 -1 |
|  | **Specification** |
| 20 | Call-Off Schedule Specification |
|  | **CCS Call Off Schedules** |
| 1 | Transparency Reports |
| 3 | Continuous Improvement |
| 4 | Call Off Tender |
| 5 | Pricing Details |
| 7 | Key Supplier Staff |
| 8 | Business Continuity and Disaster Recovery |
| 9 | Security |
| 14 | Service Levels |
| 15 | Call Off Contract Management |
|  | **CCS Joint Schedules** |
| 1 | Definitions |
| 2 | Joint Schedule - Variation Form |
| 3 | Joint Schedule - Insurance Requirements |
| 4 | Commercially Sensitive Information |
| 5 | Corporate Social Responsibility |
| 10 | Rectification Plan |
| 11 | Processing Data |
|  | **Commercial Documents** |
|  | Commercial Workbook |