

**Prestige Network Limited**

[REDACTED]

**Attn:** [REDACTED]

[REDACTED]

Date: 21<sup>st</sup> October 2020

Procurement ref: CCHR20A43

Dear [REDACTED],

**Award of Contract for the Provision of a British Sign Language Interpreter**

Further to your submission of a Tender for the above Procurement, on behalf of the Cabinet Office (CO) (the "Customer"), 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 attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 30<sup>th</sup> day of November 2020 and the Expiry Date will be 29<sup>th</sup> day of November 2021. The Authority reserves the option to extend the call-off contract by one (1) period of ten (10) months until 30 September 2022. The total contract value shall be £125,341.00 including all extension options but excluding VAT.

This procurement activity was a further competition under CCS Commercial Agreement RM1092 Language Services, Lot 4a: Non-Spoken Face to Face and Video Services Greater London and Overseas and the agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please sign a copy of the Order Form 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 13:00pm on 23<sup>rd</sup> October 2020. 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.

The attached appendix provides detailed feedback on your submitted proposal.

Yours sincerely,

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OFFICIAL

Signed for and on behalf of the Cabinet Office (CO)  
[REDACTED]  
[REDACTED]

**[REDACTED]**