



Xoomworks Limited,
33 Foley Street,
London
W1W 7TL

Attn: **REDACTED**
REDACTED

Date: 11th December 2019
Contract ref: CCCC19A93

Dear **REDACTED**,

Award of contract for the Provision of Consultancy for Change Management Support

Further to your submission of a bid for the above Procurement, on behalf of the Department for Transport (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 attached appendix provides detailed feedback on your submission.

The call-off contract shall commence on the 12th day of December 2019 and the Expiry Date will be 27th day of August 2020. The Contracting Authority reserves the option to extend the call-off contract by 3 months until 27th November 2020. The total contract value shall not exceed £220,000 (excluding VAT) excluding the extension option as the Authority will need to seek further financial approvals should the extension option be utilised.

This procurement activity was a Call Off under CCS Commercial Agreement RM6008 – Management Consultancy Framework Two – Lot 1 Business Consultancy Services 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 a copy of the Order Form and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by 15:00 pm Thursday 12 December 2019. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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 the Department for Transport

Name: **REDACTED**

Signature: **REDACTED**