



Methods Advisory Ltd  
16 St Martin's le Grand  
London  
EC1A 4EN

25th January 2017

Dear Sirs,

**Contract Title: Ref: Provision of Consultancy For Accelerating UKVI Transformation**  
**Contract Reference: CCCC16B31**  
**Contract Period: Monday 30th January 2017 to Friday 31<sup>st</sup> March 2017 with an option to extend by up to 4 weeks subject to approval**

**Contract for the provision of consultancy services by Methods Advisory Ltd as Supplier to the Home Office, 2 Marsham Street, London, SW1P 4DF as Customer pursuant to the ConsultancyONE Framework Agreement (RM 1502) dated 18 February 2013 between the Minister for the Cabinet Office acting through Crown Commercial Service as the Authority and the Supplier as varied by the Agreement Change Note dated 16 February 2016. We refer to the above-mentioned ConsultancyONE Framework Agreement (the "Framework Agreement").**

For the purposes of this Letter of Appointment:

- capitalised terms and expressions used in this Letter of Appointment have the same meanings given to them in or pursuant to the Call-Off Terms attached to this Letter of Appointment unless the context otherwise requires;
- references to Appendices are references to the appendices to this Letter of Appointment; and
- the Appendices shall form part of this Letter of Appointment.

This Letter of Appointment constitutes an Order for the provision by you to us of the Contract Services (specified in Appendix 1) from the Effective Date (specified in Appendix 1) on the basis of the Day Rates / Contract Charges (set out in Appendix 2) and, save as varied and / or supplemented pursuant to the provisions (set out in Appendix 3) in accordance with the Call-Off Terms.

This Order is placed under Lot number Lot 2.2 Organisational Strategy of the Framework Agreement.

For the avoidance of doubt the contract value will not exceed £148,795.00 (exc.VAT).

The Supplier's Representative with overall responsibility for the supply of the Contract Services is REDACTED.

The Customer's Representative for the purpose of the Contract is REDACTED and any disputes in relation to the Contract shall be escalated to the customer representative in the first instance.

The Base Location from which the Contract Services will be performed is 2 Marsham Street, London, SW1P 4DF.

For the purposes of the Contract, the address of each Party is:

- for the Customer:

For the attention of: REDACTED  
Tel: REDACTED  
Email: REDACTED

- for the Supplier:

For the attention of: REDACTED  
Tel: REDACTED  
Email: REDACTED

The Customer hereby confirms that the applicable law for this contract shall be the laws of England & Wales and, if necessary, an appropriate alternative clause in the Call-Off Terms shall be activated accordingly. Where the laws of Scotland/Northern Ireland have been stipulated, all references hereafter in this Letter of Appointment or in the attached Call-Off Terms to legislation or regulations shall be read as if mention had been made of the Scottish/Northern Irish equivalent. Further, this Letter of Appointment and the attached Call-Off Terms shall be construed as closely to the intention of the original wording as the chosen law so permits.

**Please return the Letter of Appointment with the acknowledgement signed by the appropriate authorised signatory within your organisation.**

**You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract with us to supply the Contract Services specified in Appendix 1 and represent and warrant that you have carried out a conflict check in relation to such contract that revealed no conflicts of interest.**

Yours faithfully,

For and on behalf of the Home Office

I hereby confirm receipt of the above Letter of Appointment and the agreement of **Methods Advisory** to provide to the **Home Office** the Contract Services as specified in the Letter of Appointment in accordance with its terms.

**Supplier Signatory**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Status: \_\_\_\_\_

**Customer Signatory**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Status: \_\_\_\_\_