**Capita Resourcing Limited**REDACTED under FOIA, Section 40 Personal Information

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

 **Date:**8th July 2022

**Contract ref:** CCCB21A10

Dear Sir,

**Award of contract for the supply of the Provision of Permanent Recruitment for The Home Office - Work Area 1 General Recruitment - Administrative & Operational Roles.**

Further to your submission of a bid for the above Procurement, on behalf of the Home Office (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 the 19th day of July 2022 and the Expiry Date will be the 18th day of July 2023. The Contracting Authority reserves the option to extend the call-off contract by a period of 1 year.

This procurement activity was a Call Off under Commercial Agreement RM6002 Permanent Recruitment Solutions Lot 1 General Recruitment – Administrative & Operational Roles 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 Order Form and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 14:00 Wednesday 13th July 2022. 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,

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| **Name:** REDACTED under FOIA, Section 40 Personal Information |  |
| **Date: 8**th July 2022 |  |
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