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23 March 2020

**Variation – regarding Cabinet Office Consultancy Support for EU Exit (Reference CCCC18A29) under Management Consultancy Framework RM3745**

Given the current COVID-19 pandemic situation, I am writing to inform you that Crown Commercial Service (CCS) proposes a variation to the current Cabinet Office Consultancy Support for EU Exit contract

(Reference CCCC18A29), in particular to amend Section 1; Purpose, contained within the Statement of Requirements.

1. Appendix B - Statement of Requirements shall be amended by inserting a new definition of Section 1; Purpose after the definition of 1.1 and 1.2 as follows:

*“1.3 Over the next 4 months, Government departments most heavily impacted by the COVID19 pandemic are anticipating a significant increase in demand for additional skills, capability and programme management expertise from the consultancy market, to support successful delivery of solutions across a broad range of requirements.*

*1.4 The Cabinet Office is looking to engage partners who have knowledgeable and expert resource with the appropriate skills and experience to be deployed across a number of government COVID-19 projects to help expedite delivery. The successful providers will work with a Cross Government Commercial Clearing Hub to deploy consultants into the departments and projects most in need of support.”*

(the “**Variation**”).

The first condition set out in Regulation 72(1)(c) Public Contracts Regulations 2015 has been fulfilled in respect of this Variation and the overarching Framework Agreement. Additionally, we believe that the Variation would satisfy the second two conditions set out in Regulation 72(1)(c). The Framework Agreement, including any previous variations, would remain effective and unaltered except as amended by the Variation.

In the circumstances, CCS intends to enter into the Variation exceptionally by an exchange of correspondence rather than through changing of the contract procedure set out in the Framework Agreement.

If you intend to accept the Variation please state the following in your email:

“*I refer to your letter dated 23rd March 2020 (the “****Letter****”) in respect of Contract Reference CCCC18A29 under the Management Consultancy Framework RM3745. I confirm that I accept**the proposed variation of the Framework Agreement for and on behalf of* ***PA Consulting Services Limited****, and the Framework Agreement is varied as set out in the Letter with effect on and from the date of this email.*”

Please make sure that your name and job title are included in the email.

If we are not sufficiently clear whether or not you accept the Variation we will contact you again to ask for clarification.

If you have any queries in relation to the above, please forward any questions or queries by 13:00 on 24rd March 2020 to REDACTED TEXT

Yours faithfully,

**REDACTED TEXT**

**REDACTED TEXT**

**EU Exit Consultancy Team**