



Crown  
Commercial  
Service

OFFICIAL



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E [REDACTED]

[www.gov.uk/ccs](http://www.gov.uk/ccs)



15<sup>th</sup> July 2015

Dear Sirs,

**Re. RN5848 SO10365 Exit Strategy Set Up & OMNI Exit delivery**

**Contract for the provision of consultancy services by Capita Business Services Ltd T/A Capita Transformation as Supplier to Ministry of Justice as Customer pursuant to the ConsultancyONE Framework Agreement (RM 1502) dated 18/02/2015 between the Minister for the Cabinet Office acting through Crown Commercial Service as the Authority and the Supplier 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 the Ministry of Justice 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 one (Multi Specialism Programme Delivery) of the Framework Agreement.

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

- for the Customer:

[REDACTED], FITS Programme, Ministry of Justice, Technology, [REDACTED]  
[REDACTED], Tel No. [REDACTED], e-mail [REDACTED]



- for the Supplier:

[REDACTED], Capita Transformation, [REDACTED], [REDACTED], [REDACTED],  
Tel No [REDACTED], e-mail [REDACTED]

**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,

[REDACTED]

For and on behalf of Ministry of Justice

I hereby confirm receipt of the above Letter of Appointment and the agreement of Capita Business Services Limited T/A Capita Transformation, to provide to Ministry of Justice the Contract Services as specified in the Letter of Appointment in accordance with its terms.

Signed:

Date:

Name: Redacted

Status: Redacted