

REDACTED  
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Attn: REDACTED  
REDACTED

Date: 30<sup>th</sup> August 2018  
Procurement ref: CCIS18A52

Dear REDACTED,

**Award of contract for the supply of:**  
**Provision of Renewal of Quick Address Software Licences**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of the Department for Education (DfE) (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The initial Contract term will be for thirteen (13) months commencing 1<sup>st</sup> October 2018 and expiring 31<sup>st</sup> October 2019. This is to cover the terms of all required licences. There will be the option to extend the Contract by a maximum term of thirteen (13) months from 1<sup>st</sup> October 2019 (to cover the licences requiring renewal from this date), to 31<sup>st</sup> October 2020. This will be taken up at the Authority's discretion and subject to budgetary approval in Financial Year 2019 – 2020.

The total and firm price for the Initial Contract Term 1<sup>st</sup> October 2018 to 31<sup>st</sup> October 2019 shall be REDACTED (excluding VAT).

The Indicative Pricing for the Contract Extension Option 1<sup>st</sup> October 2019 to 31<sup>st</sup> October 2020 is REDACTED (excluding VAT).

The total awarded Contract value (excluding VAT) shall be £170,797.59 including all extension options.

This procurement activity was a further competition under the Crown Commercial Service (CCS) Framework RM3733 Technology Products 2 – Lot 2 Packaged Software, and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

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OFFICIAL

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite **by 10am Friday 31<sup>st</sup> August 2018**. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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 Education (DfE)

Name: **REDACTED**

**REDACTED**

Signature: **REDACTED**

Date: 30<sup>th</sup> August 2018