

**Kindred Agency Ltd**  
[Redacted]

Attn: [Redacted]

Date: 7<sup>th</sup> October 2016

Procurement ref: CCCO16A17

Dear Sir/Madam,

**Award of contract for the supply of Corporate Materials to Support Stakeholder Engagement Work**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of the Independent Inquiry into Child Sexual Abuse (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 call-off contract shall commence on the 10<sup>th</sup> day of October 2016 and the Expiry Date will be the 9<sup>th</sup> day of December 2016. The Authority reserves the option to extend the call-off contract by 1 period of 1 month. The total contract value shall not exceed £50,000.00 including all extension options.

This procurement activity was a further competition under framework RM988 Creative Solutions and Related Services, Lot 1 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.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 11:00am 10<sup>th</sup> October 2016. 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,

[Redacted]

Signed for and on behalf of the Independent Inquiry into Child Sexual Abuse

[Redacted]

Signature:

Date: