

**Acuity Business Solutions**  
REDACTED

Attn: REDACTED

Date: 02.10.2020

Contract reference: CCCC20B37

Dear REDACTED,

**Award of contract for the Provision of Service Requirements for Civil Service and Royal Mail Statutory Pension Schemes**

Further to your submission of a bid for the above Procurement, on behalf of the Cabinet 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 submitted proposal.

The call-off contract shall commence Tuesday 6<sup>th</sup> October 2020 and the Expiry Date will be 5<sup>th</sup> March 2021. The Authority reserves the option to extend the call-off contract by 1 month. The total contract value shall be up to £75,000.00 including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6008 Management Consultancy Framework Two, Lot 2 – Procurement, Supply Chain and Commercial Consultancy Services 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 a copy of the Call Off Order Form and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by Monday 5<sup>th</sup> October 2020 at 14:00. 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 sincerely,

REDACTED