

**Q5 Partners
Little Tufton House
3 Dean Trench Street
Westminster
London
SW1P 3HB**

Attn: REDACTED TEXT
Email: REDACTED TEXT

Date: 19th March 2018
Procurement ref: CCCC18A28

Dear Sir/Madam,

Award of contract for the provision of Consultancy for Organisational Design Support

Further to your submission of a Tender for the above project, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

The call-off contract shall commence 20th day of March 2018 and the Expiry Date will be 28th day of May 2018. The Authority reserves the option to extend the call-off contract for up to a further 6 weeks. The total contract value shall be £49,000 (exc. VAT) including all extension options.

This procurement activity was conducted under the Management Consultancy framework RM3745 lot 4 - HR 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 email. 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 email by 4pm Monday 19th March 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,

Name:
REDACTED TEXT

Signature:
REACTED TEXT

Date:
REACTED TEXT