Capita Business Services Limited

**REDACTED**

Attn: **REDACTED**

Date: 20th May 2020

Contract reference: CCHR19A61

Dear **REDACTED**,

**Award of contract for the Provision of Surge Capacity Recruitment Services for CSHR**

Following our recent correspondence, I can now confirm that the standstill period has expired and I am delighted to inform you that your organisation has now been awarded the Contract, subject to your signature.

The call-off contract shall commence on the 1st day of July 2020 and the Expiry Date will be the 30th day of June 2022. The Contracting Authority reserves the option to extend the call-off contract by two (2) periods of one (1) year (2+1+1). The total contract value shall be up to £15,941,080.00 ex VAT, including all extension options.

This procurement activity was a Call Off under the ESPO 3S\_18 Strategic HR Services Framework Agreement, Lot 7a – HR Business Process Outsourcing – Recruitment, 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 print pages 1-10 of the Master Contract Schedule, sign page 3, and forward the signed Master Contract Schedule to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 16:00 on the 27th May 2020.

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 faithfully,

**REDACTED**

Sourcing Specialist

Crown Commercial Service acting as an Agent on behalf of Civil Service HR