



**Hays plc**  
**23 Lower Belgrave Street**  
**Victoria**  
**SW1W 0NT**

Attn: [REDACTED]

Email: [REDACTED]

Date: 18<sup>th</sup> December 2017

Procurement ref: CCFI17A29

Dear Andrew,

**Award of contract for the Provision of Recruitment Service for UK Government Investments**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of UK Government Investments (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 call-off contract shall commence 20<sup>th</sup> day of December 2017 and the Expiry Date will be 19<sup>th</sup> day of December 2018. The Authority reserves the option to extend the contract by a period of 6 months. The total contract value shall be £60,850.00 ex vat including all extension options.

This procurement activity was an Open Market competition and the CCS Agreement Annexes and Appendix C – Short Form Terms and Conditions for Services shall apply. A copy of the contract is provided with this Award Letter and includes those 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 19<sup>th</sup> December 2017. 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 UK Government Investments

Name: [REDACTED]



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[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Signature: **[REDACTED]**

Date:

Signed on behalf of Hays Plc

Name: **[REDACTED]**

Signature: **[REDACTED]**

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OFFICIAL