CMC Partnership Consultancy Ltd  
Excalibur House,

Priory Drive,

Newport,

Gwent,

NP18 2HJ

Attn: Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

Date: 26/10/2023

Contract ref: CCZZ23A26

Dear Redacted under FOIA section 40, Personal Information,

**Award of contract for The Provision of Small Organisation Helper Service**

Further to your submission of a bid for the above Procurement, on behalf of Central Digital & Data 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 submission.

The call-off contract shall commence on the **1st day of November 2023** and the Expiry Date will be **31st day of March 2025** with a break clause **on 31st day of March 2024 – subject to securing funding**.

The Buyer reserves the option to extend the Call-Off contract by six (6) months.

The total contract value is Redacted under FOIA section 43, Commercial Interests **(ex VAT)**.

This procurement activity was a Call Off under Commercial Agreement RM1043.8 Digital Outcomes 6, Lot 1 Digital Outcomes 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 the Call-Off Contract/Terms and Conditions (Attachment 5) and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by **12:00 hrs** on **31/10/2023**. You are reminded that no engagement with the Buyer is permitted until a copy of the signed contract is received

A copy signed on behalf of the Buyer 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,

Signed for and on behalf of Central Digital and Data Office

Redacted under FOIA section 40, Personal Information