



Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 2702/2023

Contract ref: CCSH22A03

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**,

Award of contract for the supply of Employee Assistance Programme to the Home Office

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 Start Date as detailed in the Order Form and the Expiry Date will be as detailed in the Order Form. The Contracting Authority reserves the option to extend the call-off contract by 1 period of 1 year. The maximum contract value shall be £1,600,000.00 (excluding VAT) including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6182 Occupational Health, Employee Assistance Programmes and Eye Care Services Lot 3: Employee Assistance Programmes 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 5pm on Wednesday March 1st 2023. 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 faithfully,

Signed for and on behalf of Home Office

Name: **REDACTED TEXT under FOIA Section 40,
Personal Information**

Procurement Specialist

Signature: **REDACTED TEXT under FOIA Section 40,
Personal Information**

OFFICIAL



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