

**Working on Wellbeing
Grosvenor House,
Prospect Hill,
Redditch.
B97 4DL**

Attn: **Redacted**

Email: **Redacted**

Date: 28th November 2017

Procurement ref: CCHR17B08

Dear Redacted,

Award of contract for the Provision of Employee Assistance Programme for Home Office

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 attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 2nd January 2018 and the Expiry Date will be 1st January 2021. The Authority reserves the option to extend the call-off contract by an additional 1 year. The total contract value shall be £412,000.00 ex. VAT including all extension options.

This procurement activity was a further competition under framework RM3795 Occupational Health Services, Employee Assistance Programme and Eye care services, Lot 3 for Employee Assistance Programme. 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 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 Friday 1st 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 sincerely,

Signed by Crown Commercial Service acting as Agents for and on behalf of the Home Office

Name: Redacted
Procurement Executive

Signature:

Date:

OFFICIAL

