**Health Assured Limited  
REDACTED**

Attn: **REDACTED**

**REDACTED**

Date: **9th March 2020**

Contract ref: **CCHR19A57**

Dear Sir,

**Award of contract for the Provision of Employee Assistance Programme Services for the Disclosure and Barring Service**

Further to your submission of a bid for the above Procurement, on behalf of the Disclosure and Barring Service (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 (**REDACTED**) provides detailed feedback on your submission.

The call-off contract shall commence on the 9th of March 2020 and the Expiry Date will be the 8th of March 2022. The Contracting Authority reserves the option to extend the call-off contract by 2 further periods of 1 year. The total contract value including all extension options shall be £130,000.00 excluding VAT.

This procurement activity was a call off under Lot 3 of the RM3795 Occupational Health, Employee Assistance Programmes and Eye Care Commercial Agreement 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 and sign Part 1 of the enclosed Call Off Order Form and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 16:00 on the 10th of March 2020.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

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| Signed for and on behalf of the **Disclosure and Barring Service**, | |
| Name: **REDACTED**  Job Title: **REDACTED** |  |
| Signature: **REDACTED** |  |
| Date: 9th March 2020 |  |