**Hestia Housing and Support
Maya House 2nd Floor,
134-138 Borough High Street,
London,
SE1 1LB**

**Attn: REDACTED TEXT
REDACTED TEXT**

**Date: Tuesday 26th January 2021**

**Contract ref: CCHR19A42**

Dear **REDACTED TEXT**,

**Award of contract for the provision of Counselling Services REDACTED TEXT**

Following your proposal for the Provision of Counselling Services REDACTED TEXT we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between **The Cabinet Office**as the Contracting Authority and **Hestia Housing and Support** as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**
	1. The Services shall be performed at the Contracting Authority’s premises.
	2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £313,040.00 (ex VAT).
	3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4. Where there is conflict, Annex 3 shall take precedence.
	4. The Contract Term is deemed to have commenced on **Tuesday 4th February 2020** (the “Start Date”) and the Expiry Date shall be **Wednesday 3rd August 2022,**please note that this is a retrospective award of contract***.* There is an option to extend this contract for six months until Thursday 2nd February 2023.**
	5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| **The Cabinet Office**Attention: **REDACTED TEXT**Email: **REDACTED TEXT** | **Hestia Housing and Support**Attn: **REDACTED TEXT**Email: **REDACTED TEXT** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
		1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **REDACTED TEXT** | **REDACTED TEXT** |

* + 1. For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED TEXT** | **REDACTED TEXT** |

For the purposes of the Agreement the Staff Vetting Procedures (& data security requirements) are set out within Annex 3.

1. **Payment**
	1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
	2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
	3. Invoices should be submitted by email to: **REDACTED TEXT**. Invoices submitted via email must be in pdf format and include the PO number clearly within the invoice.
2. **Liaison**
	1. For general liaison your contact will continue to be **REDACTED TEXT**or, in their absence, **REDACTED TEXT***.*
	2. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to the **REDACTED TEXT** via the e-Sourcing platform within two (2) days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf the Cabinet Office (“the Customer”)

Name: **REDACTED TEXT**

Job Title: **REDACTED TEXT**

Signature: **REDACTED TEXT**

Date: 08/02/2021

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Hestia (“the Supplier”)

Name: **REDACTED TEXT**

Job Title: **REDACTED TEXT**

Signature: **REDACTED TEXT**

Date: 01/02/2021