



[REDACTED]
Holly House,
73 Sankey Street,
Warrington,
WA1 1SL

Attn: [REDACTED]
[REDACTED]

Date: 5th January 2018

Procurement ref: CCHR17B12

Dear [REDACTED],

Contract for the supply of Occupational Health Services and Employee Assistance Programme for the Department for Work and Pensions

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 attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall **commence contract implementation** on 8th day of January 2018. **Service Delivery shall commence by 1st March 2018** and the **Expiry Date will be 28th day of February 2021**. The Authority reserves the option to extend the call-off contract by 1 period of 1 year. The approximate contract value for year one shall be £2,400,000 excluding VAT. The contract value is based on indicative volumes provided by DWP and volumes of work cannot be guaranteed.

This procurement activity was a further competition under framework Occupational Health Services, Employee Assistance Programme and Eye Care Services RM3795, Lot 1 Full Service for Occupational Health Services and Employee Assistance Programmes and 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 2 copies of the signed order form and return to:

[REDACTED], Department for Work and Pensions, Commercial Directorate, Tothill Street, Westminster, London, SW1H 9NA.

Also please send an electronic copy of the order form via the e-Sourcing Suites' messaging service and notify the hard copy of the contract has been despatch to Claire Benham.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 8th January 2018. 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 Department for Work and Pensions (DWP)

Name: **[REDACTED]**,

Head of Corporate Services

Signature:

Date: