



Department for Transport

Health Assured Ltd

The Peninsula
Victoria Place
Manchester
M4 4FB

SENT ELECTRONICALLY

Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: [REDACTED]
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Tuesday, 09 May 2023

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfTc Reference: TRHR3260

Title: The Provision of Employee Assistance Programme (EAP) Services

On behalf of the Secretary of State for Transport, this contract is awarded to **Health Assured Ltd** for the provision of Employee Assistance Programme (EAP) Services.

This procurement was conducted by way of a permitted direct award, via the ESPO Occupational Health Services framework, (985_19), Lot 4, Employee Assistance Programme. The ESPO 985_19 Call-Off terms shall apply to this contract.

The following documents constitute a binding agreement between you, Health Assured Ltd (The supplier) and the Department for Transport (DfTc) and its participating Agencies (The customers); Maritime and Coastguard Agency (MCA), Vehical Certification Agency (VCA), Driver and Vehical Licensing Agency (DVLA), Driver and Vehical Standards Agency (DVSA).

1. TRHR3260 EAP, Signed Order Form, consisting of:

- Contractual particulars
- The Statement of Requirments
- Framework terms and conditions

The duration of this contract is for 12 months and will expire on 31st March 2024, with no option to extend.

The total cost for this contract is up to **£204,813.44** (exclusive of VAT). This cost includes the anticipated spend for DfTc and its participating agencies as stipulated in the Order Form.

You will be issued with a Purchase Order number from each participating Agency. Please quote this number on all invoices, and submit directly to:

Via email: Ssa.invoice@sharedservicesarvato.co.uk

Or post:

***Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.***

Invoices received without the correct Purchase Order Number are likely to be rejected and will delay receipt of payment.

The DfT Contract Manager for this contract is [REDACTED] | [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Please acknowledge receipt of this letter within five business days of the letter issue date (09/05/2023).

Yours sincerely,

[REDACTED]

[REDACTED]

**DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport**