**Health Assured Limited**

**The Peninsula,**

**Victoria Place,**

**Manchester**

**M4 4FB,**

Attn:  **[Redacted]**

**[Redacted]** Date: 02/02/2022

Contract ref: CCSH21A10

Dear **[Redacted]**,

**Award of contract for the Provision of Employee Assistance Programme for HM Treasury Group**

Further to your submission of a bid for the above Procurement, on behalf of HM Treasury (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 provides detailed feedback on your submission.

The call-off contract shall commence 3rd day of February 2022 and the Expiry Date will be 2nd day of February 2024. The Contracting Authority reserves the option to extend the call-off contract by 2 periods of 1 additional year. The total contract value shall be up to £156,000 Ex-Vat including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6182 - Occupational Health, Employee Assistance Programmes and Eye Care Services – Lot 3 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 sign the Call-Off Contract (Attachment 5) and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 16:00 03/02/2022. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

A copy signed on behalf of the Contracting Authority will be returned for your records.

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

Yours Sincerely,

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| --- | --- |
| Signed for and on behalf of HM Treasury | |
| Name: **[Redacted]** Associate Commercial Practitioner |  |
| Signature:  **[Redacted]** |  |
| Date: 02/02/2022 |  |