**British Red Cross Society  
REDACTED TEXT  
UK Office  
4th Floor   
The Psychosocial and Mental Health Team  
44 Moorfields   
London   
EC2A 9AL**

Attn:  **REDACTED TEXT**

**REDACTED TEXT**

Date: **Tuesday 23rd February 2021**

Contract Reference: **CCHR20A57**

Dear REDACTED TEXT

**Award of contract for the Provision of Confidential Psychological Support for the Infected Blood Inquiry**

Following your bid for the provision of Confidential Psychological Support for people affected by treatment with infected blood, providing both face-to-face support at the Inquiry’s public hearings and phone support on a dedicated helpline to The Infected Blood Inquiry (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted bid.

This letter (Award Letter) and its Annexes set out the terms of the contract between The Infected Blood Inquiry as the Contracting Authority and British Red Cross 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 carried out by phone, and at the hearing locations. The full details of the locations of the Infected Blood Inquiry hearings for the duration of this Contract are set out in Annex 3.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £164,611.00 (ex VAT) including all extension options.
   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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
   4. The Term shall commence on **Wednesday 3rd March 2021** (the “Start Date”) and the Expiry Date shall be **Friday 2nd September 2022. The Customer reserves the option to extend the contract by Six (6) months.**
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| The Infected Blood Inquiry  Fleetbank House,  1st Floor,  2-6 Salisbury Square,  London,  EC4Y 8AE  Attention: REDACTED TEXT  Email: REDACTED TEXT | The British Red Cross  4th Floor  The Psychosocial and Mental Health Team,  44 Moorfields,  London,  EC2A 9AL  Attention: 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** |

1.6.2. For the Contracting Authority:

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

* 1. The Contracting Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Contracting Authority, or is of a type otherwise advised by the Contracting Authority (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

1. **Payment**
   1. All invoices must be sent, quoting a valid purchase order number (PO Number), to: Newport SSCL - Cabinet Office, PO Box 405, Newport, NP10 8FZ. Within 10 working days of receipt of your countersigned copy of this letter, the Shared Services Team will send you a unique PO Number.
   2. You must be in receipt of a valid PO Number before submitting an invoice. A PO Number has been established for this Contract and the Shared Services Team will notify you of the new number directly.
   3. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Inquiry finance team on **REDACTED TEXT** or by phone on **REDACTED TEXT**.
2. **Liaison**
   1. For general liaison your contact will continue to be **REDACTED TEXT** or, in **REDACTED TEXT** absence, **REDACTED TEXT**, **REDACTED TEXT** on **REDACTED TEXT**.
   2. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT** through the e-sourcing portal within **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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed Contract is received.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of **The Infected Blood Inquiry**(“the Customer”) | |
| Name: **REDACTED TEXT**  Job Title:**REDACTED TEXT** |  |
| Signature: **REDACTED TEXT** |  |
| Date: 26/02/2021 |  |

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

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| Signed for and on behalf of **British Red Cross** (“the Supplier”) |
| Name**: REDACTED TEXT**  Job Title: **REDACTED TEXT** |
| Signature: **REDACTED TEXT** |
| Date: 24/02/2021 |