|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 782475 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | 985B\_23 ESPO |
| Our ref: | PS/24/62 |
| Date: | 19/11/2024 |

Working on Wellbeing Ltd

Grosvenor House

Prospect Hill

Redditch

B97 4D

**CONTRACT REFERENCE NUMBER: PS/24/62**

**CONTRACT TITLE: Provision of Occupational Health Services**

**FRAMEWORK REFERENCE NUMBER: (delete if not applicable): 985B\_23 ESPO**

Dear Sir/Madam

I refer to my letter dated 8th November 2024. I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender dated 6th September 2024 for the above contract. The attached contract details Order Form, contract conditions and the Annexes set out the terms of the contract between Driver and Vehicle Licencing Agency and Working on Wellbeing Limited for the provision of the deliverables set out in the Order Form.

The start date for this contract will be 1st April 2025 and will end on 31st March 2028. There is a provision of two twelve-month extensions included within this contract. The estimated contract cost for this is £1,018,876.20 (Years 1 to 3).

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures, as referenced in the Order Form.

**Please ensure invoices are sent to Unity Business Services (UBS) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Supplier staff, who require access to DVLA site and/or systems under this contract, will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with data protection legislation that an individual’s refusal to undergo an essential check could lead to a refusal of access to site and/or systems.

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Please contact the Contract Owner **XXXXXX redacted under FOIA section 40** on the email **XXXXXX redacted under FOIA section 40** to discuss arrangements for commencement of the contract.

Please complete the questionnaire at Annex A and return to the email address below (optional).

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within 7 days from the date of this Award Letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

In addition, the documents listed below make up the contract:

1. This Award Letter
2. The Specification Document/ITT
3. Your Tender Proposal dated 6th September 2024
4. Terms and Conditions of the 3S-22 ESPO Framework

Yours sincerely,

**XXXXXX redacted under FOIA section 40**

Facilities & People Commercial Specialist

Commercial Directorate

**XXXXXX redacted under FOIA section 40**

**By authority of the Secretary of State for Transport**

**Annex A:**

**SUPPLY CHAIN QUESTIONNAIRE**

Title PS/24/62 Provision of Occupational Health Services

Name of Supplier: Working with Wellbeing Limited

Contract start date: 1st April 2025 Contract end date: 31st March 2028 (initial period)

Total value (*excl. VAT and optional extensions*) £1,018,876.20.

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Dear Supplier

You indicated in your tender/proposal that one or more Small or Medium suppliers (SME) would form part of your supply chain for delivering the above contract.

As indicated in the contract specification, we now require some further information about the SME(s) you will be using. This will be used to help us measure the success of activity we have undertaken to help make our contracts more accessible to SMEs and to respond to requests for information about our use of SMEs.

Please provide the following for **each** SME in your supply chain

|  |
| --- |
| Name of SME……………………….  Address……………………………..  ……………………………………….  ……………………………………….  ………………………………………..  Post code ………………  Value\* of the proportion of the contract they will be undertaking £………….. |

*Please replicate this box as many times as needed*

\*Please note: Monthly spend information for each SME will be calculated by equally apportioning this figure to each month of the contract. However if you are able to provide a specific spend profile this would be helpful.

Your contact details in case of any follow-up questions:

………………………………………

………………………………………

………………………………………