



Department
for Transport

Investors in People Community Interest Co.
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London
SW1W 9SP

Department for Transport
Group Commercial Services
Lead Procurement Business Partner
2/29 Great Minster House
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London
SW1P 4DR

Web site: www.dft.gov.uk

24 February 2017

DEVELOPMENT OF AN EMPLOYER QUALITY MARK FOR APPRENTICESHIPS – PPRO 04/031/60

On behalf of the Secretary of State for Transport, I am writing in response to your quotation for the Development of an Employer Quality Mark for Apprenticeships, sent to [REDACTED], Deputy Director Infrastructure Skills, HR Directorate, Department for Transport.

Your quote and the documents listed below form a binding contract between you and this Department.

- The Development of an Employer Quality Mark for Apprenticeships specification;
- Department for Transport General Conditions of Contract for Services (attached);
- Your letter of commitment dated 15 February 2017.

The agreement to deliver this requirement is to be in place from 24 February 2017 to 30 April 2017. The value of the contract will be £30,000 excluding VAT for the contribution to Phase 1: Research. This amount shall not be exceeded without the written authority of the undersigned of this letter.

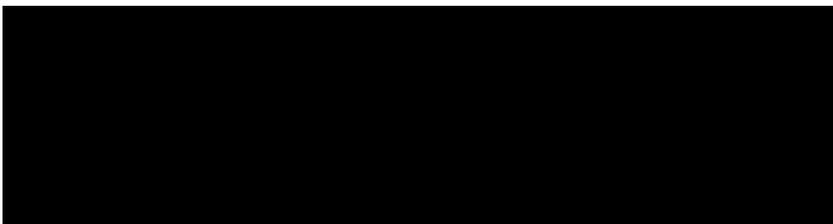
[REDACTED] will be the DfT Contract Manager for the requirement and will be responsible for day to day contact between DfT and [REDACTED] of Investors in People.

You will be issued in due course with a Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

**Accounts Payable,
DfT Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA**

Please sign and return a duplicate of this Letter.

Yours sincerely




by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the contract for the provision of Employer Quality Mark for Apprenticeships

Signed:

Date:

Name:

Position: