

Actica Consulting Ltd
4 Stirling House
Stirling Road
Surrey Research Park
Guildford
Surrey
GU2 7RF

Our ref: PS/23/169

Date: 13/11/2023

CONTRACT REFERENCE NUMBER: PS/23/169

CONTRACT TITLE: Provision of Third Party Assurance Under the GovAssure Scheme

FRAMEWORK REFERENCE NUMBER: Cyber Security Services 3 RM3764iii

Dear XXXXX “redacted under FOIA section No 40 – Personal Information”

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated **30th October 2023** for the above contract. The attached contract details Order Form, contract conditions and the Annex set out the terms of the contract between DVLA and Actica Consulting Ltd for the provision of the deliverables set out in the Order Form.

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 Shared Services arvato (SSa) 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.

Please contact the Contract Owner XXXXX "redacted under FOIA section No 40 – Personal Information" by email XXXXX "redacted under FOIA section No 40 – Personal Information", to discuss arrangements for commencement of the contract.

Please complete the Supplier Details form at Annex A and return to the email address below.

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 Form. 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.

Yours sincerely,

XXXXX "redacted under FOIA section No 40 – Personal Information"

Commercial Specialist

Commercial Directorate

XXXXX "redacted under FOIA section No 40 – Personal Information"@dvla.gov.uk

On behalf of the Secretary of State for Transport