

Our ref: TMTii 57

To: Julie Prowse

Capita Property & Infrastructure Limited  
 Pinesgate  
 Lower Bristol Road  
 Bath  
 BA2 3DP

Via Bravo

Dear Ms Prowse

Mark Fairweather  
 The Cube  
 Birmingham  
 B1 1RN

21 January 2020

### **TMTii 57 – Evidential Trail Support for HADECS3x**

On behalf of Highways England Company Limited, I accept your submission dated 17<sup>th</sup> December 2019 for the above Call off Agreement.

This letter and the documents listed below (in no order of precedence) form a binding contract between the Highways England Company Limited and yourselves:

1	RM1089 CCS Framework Agreement
2	TMTii 57 - Call Off Agreement (V3 – TA6)
3	NEC3 – Professional Services Contract
4	TMTii 57 - Collaborative Performance Framework (CPF) V4.5
5	TMTii 57 – Scope (V2 – TA1)
6	Evidential Trails for Enforcement Systems Chapter 1 (V1.5), Chapter 2 (V1.4), Chapter 3 (V1.4), Chapter 4 (V1.3) and Chapter 5 (V1.1)
7	Highways England Baseline Personnel Security Standard (BPSS) guidance
8	Highways England Data Handling Policy
9	9.1.9 UK Travel and Subsistence Allowances at a Glance
10	Chapter 9A Travel and Subsistence Policies
11	Chapter 9C Travel and Subsistence Guidance

12	<p>TMTii 57 – Tender Q&amp;A Issue 8 (16 December 2019 - Final Version) which included the following Tender Amendments:</p> <p>TA1 – Revised Scope (V2)          TA2 – Revised Call Off Agreement (V2)          TA3 – Revised Request for Quotation (RfQ) (V2)          TA4 – TUPE Datasheet          TA5 – Revised Price Schedule (V2)          TA6 – Revised Call Off Agreement (V3)          TA7 – Revised Price Schedule (V3)</p>
13	<p>Capita's Submission (as received via Bravo) comprising of:</p> <ol style="list-style-type: none"> <li>a) completed Anti-Collusion Certificate - Question Section on Bravo</li> <li>b) completed Fair Payment Charter - Question Section on Bravo</li> <li>c) completed Anti-Bribery Code of Conduct – Question Section on Bravo</li> <li>d) completed Anti-Fraud Code of Conduct - Question Section on Bravo</li> <li>e) completed Quotation declarations - Question Section on Bravo</li> <li>f) TMTii 57 Evidential Trail Support for HADECS3x – Delivery Plan</li> <li>g) TMTii 57 Evidential Trail Support for HADECS3x – Quality Submission</li> <li>h) TMTii 57 Evidential Trail Support for HADECS3x – Resource Schedule</li> <li>i) TMTii 57 Evidential Trail Support for HADECS3x – Annex D – Risk Register</li> <li>j) TMTii 57 Evidential Trail Support for HADECS3x – Annex E – Information Assurance</li> <li>k) TMTii 57 Evidential Trail Support for HADECS3x – Annex G – Key People Schedule and CVs</li> <li>l) TMTii 57 Evidential Trail Support for HADECS3x – Conflicts of Interest Statement</li> <li>m) TMTii 57 Evidential Trail Support for HADECS3x – Draft Call Off Agreement</li> <li>n) TMTii 57 Evidential Trail Support for HADECS3x – Insurance Statement</li> <li>o) TMTii 57 Evidential Trail Support for HADECS3x – Price Schedule Explanatory Document</li> <li>p) TMTii 57 Evidential Trail Support for HADECS3x – Price Schedule</li> <li>q) TMTii 57 Evidential Trail Support for HADECS3x – Withheld Information Statement</li> </ol>
14	<p>Pre-Award Checks - communications:</p> <ul style="list-style-type: none"> <li>• Highways England's Key People and Insurances and Key People Check dated 17 January 2020 via bravo and Capita's response dated 20<sup>th</sup> January 2020 via bravo.</li> </ul>

The contract value will be no more than £1,473,636.92. Any additional requirements will be executed in accordance with the Call Off Agreement.

The operative period of the contract will be **3 years which is made up of 2 years with a 1-year option to extend**. The start date of the contract will be 21 January 2020 with the core contract period ending on 20 January 2021. The contract will then be subject to the 1-year option to extend from 21 January 2021. If the option to extend is implemented, the contract will then end on 20 January 2022.

Invoices should be submitted as a PDF file (excel is not supported) via email to [invoices@highwaysengland.co.uk](mailto:invoices@highwaysengland.co.uk), quoting the contract reference number **TMTii 57**, the appropriate Project Identification Number, the appropriate Agreement and cost centre numbers (*to be provided by the Employer*).

**ACTION NOW REQUIRED:**

- Please confirm receipt and understanding of this letter.

Upon receipt of this letter please contact the Project Sponsor, to discuss arrangements for commencement of the Contract.

You must treat this letter in confidence until Highways England makes a public announcement. If you are planning to issue a press release regarding this Contract please seek approval from Highways England prior to publication. Press notice enquiries should be directed to the Highways England Press Office, 0844 693 1448, [PressOffice@highwaysengland.co.uk](mailto:PressOffice@highwaysengland.co.uk).

Alex Kirk will be in touch with you shortly regarding the completion of the TMTii 57 – Call Off Agreement.

Yours sincerely

**Mark Fairweather**

Acting Head of Commercial and Procurement – IT