



Department for Transport

XX
Arup
8 Fitzroy Street
London, W1T 4BJ
XX@arup.com

Dear xx,

XX
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: 000000

Email : XX@dft.gov.uk
Web Site: www.dft.gov.uk

Ref: TRST3057

20 August 2024

TRST3057: Secondment to work for the Department in the post of National Parking Platform – Product Owner from 12 August 2024 to 31 March 2025.

On behalf of the Secretary of State for Transport, I can confirm this letter formalises the secondment agreement between the Department and Arup. That agreement is embedded in this letter. Please sign and return a copy of that agreement.

The Contract started on 12 August 2024 and will finish on 31 March 2025. The Firm Price for the Contract is **£59,621.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.

The contract manager is XX, XX@dft.gov.uk

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk
Shared Services arvato,
5 Sandringham Park,
Swansea
SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely



20240812

Signature Secondment AGreem
xx, Commercial Relationship Management Lead
by authority of the Secretary of State for Transport