

Phoenix Software Limited  
Blenheim House  
York Road  
Pocklington  
York  
YO42 1NS

**CONTRACT REFERENCE NUMBER: PS/23/209**

**CONTRACT TITLE: Provision of RWEB and Reflection X Support & Maintenance**

**FRAMEWORK REFERENCE NUMBER: RM6068**

Dear Sir/Madam,

On behalf of the Secretary of State for Transport, I accept your quote submitted in relation to the above ITT via the DfT Sourcing Portal. The attached contract details Framework Schedule 6 Order Form and Call-off contract conditions and the associated schedules set out the terms of the contract between DVLA and Phoenix Software Ltd for the provision of the deliverables set out in the Order Form (Schedule 6).

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 as referenced in the Order Form (Schedule 6).

**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.**

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.

The Contract Owner for this contract is **REDACTED**. She can be contacted via the below email address:

Email: **REDACTED**

Please confirm your acceptance of the Conditions by signing and returning the Order Form (Schedule 6) 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 (Schedule 6) will be countersigned and will create a binding contract between the two named parties.

Yours faithfully,

**REDACTED**

Commercial Specialist

Commercial Directorate

**REDACTED**

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