

Highways England Confirmation of Task Order



Confidential and Commercially Sensitive Information which shall not be disclosed to third parties

Supplier:	AECOM			
Project Title:	Technical Support to Highways England			
Contract Ref.	0	CPA No.:	██████	BPA No.: ██████
PIN Description:	ODE Devel Planning 19-20	Sub Pin:	██████	PIN No.: ██████
HE Reference:	EE 169 19/20AECOM	HE Ordering Officer:	██████	
Consultant Ref:	LC001.001	Consultant Contact:	██████	
Start & End Date:	24/09/2019 - 07/02/2020	CTO Authorisation No.		

Task Overview

Highways England have requested that AECOM prepare a fee proposal to provide ongoing technical support between October 2019 and January 2020. Providing Bedford Highways England Planning and Development team technical support and ongoing stakeholder engagement.

Working within Highways England's Bedford Office or other locations (as and when agreed at the time) to support Highways England with ongoing stakeholder engagement.

Whilst representing Highways England technical support staff will be under the day-to-day management control of Highways England. Technical support activities will be directed by Highways England. Technical support staff to be made aware of Highways England policies and procedures and in particular the Health & Safety Procedures that would apply whilst working in Highways England's offices, attending meetings and site visits.

All information to which the technical support staff come into contact with will be treated as confidential to the receiving organisation. Technical support staff will maintain confidentiality and such information will not be removed from the receiving organisation, divulged or discussed with third parties including AECOM staff unless required to do so as part of the technical support duties.

Technical support is assumed to be for an average of 2 days per week (totalling 16 hours per week) for a period of up to 14 working weeks. To support the Asset Manager in developing, facilitating and overseeing programmes and schemes.

Due to AECOM working conditions, support will not be provided between Christmas and New Year.

Task Outcomes

Technical support to Highway England Bedford Planning and Development team.

Technical support activities will be directed by Highways England and whilst AECOM staff will undertake these activities to the best of their ability ultimate responsibility for their execution rests with Highways England. Should support be required that exceeds an average of 2 days per week then there is a risk that this fee proposal will not cover the full 14 weeks identified. If additional support is required AECOM may need to prepare a further fee proposal to cover the additional time spent. No other risks have been identified at this stage.

Project Title:	Technical Support to Highways England	HE Reference:	EE 169 19/20AECOM
HE Project Sponsor	Sign: [Redacted]	Print Name: [Redacted]	Date: 25/9/19
Management Approver:	Sign: [Redacted] <input checked="" type="checkbox"/> Budget Available	Print Name: [Redacted]	Date: 25/9/19
Contractual Approval:	[Redacted]	Print Name: [Redacted]	Date: 26.9.19
Fee Type:	Target Cost		
Notification of Non Conflict:	[Redacted] has signed the notification of non conflict or management of conflict for this task		

