

Department for Transport – Letter of Appointment & Contract Order Form

Programme-level evaluation of the City Region Sustainable Transport Settlements: Impact & Value for Money

Dear Sir

Letter of Appointment

This letter of Appointment dated 27 June 2024, is issued in accordance with the provisions of the Core Terms ('Conditions') set out in the Order Form below, for the provision of the Programme-level evaluation of the City Region Sustainable Transport Settlements: Impact & Value for Money, between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Please note that the Buyer proposes that both parties proceed with contract award to avoid any further delays. But it is agreed that Joint Schedule 11 – Processing Data will be added into the contract (via a contract variation) within 2 months of contract commencement – based upon the Data Processing requirements known at that stage of delivery. This will take account of key questions such as whether primary research is in scope or not. Thereafter, the Buyer and Supplier will develop an agile way of working in this respect, further updating the schedule as a working document throughout the term of the contract, as and when further Data Processing are required.

Order Form

ORDER REFERENCE:	TLOT0044
THE CONTRACT:	Programme-level evaluation of the City Region Sustainable Transport Settlements: Impact & Value for Money
THE BUYER:	Department for Transport
BUYER ADDRESS	Great Minister House, 33 Horseferry Lane, London, SW1P 2AA
THE SUPPLIER:	Frontier Economics Ltd

SUPPLIER ADDRESS: **Mid City Place, 71 High Holborn, London, WC1V 6DA**

REGISTRATION NUMBER: **03752719**

DUNS NUMBER: **237589903**

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Order Special Terms below.
2. Research & Insights Core Terms RM6126 - [Research & Insights Dynamic Purchasing System: RM6126](#)
3. Joint Schedule 1 (Definitions and Interpretation) RM6126
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6126
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for RM6126
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6126

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: **1st July 2024**

ORDER EXPIRY DATE: **30th June 2029**

DELIVERABLES

See details in the BUYERS Statement of Requirements –



CRSTS1 Attachment
3 - Statement of Requ



CRSTS1 Attachment
5 - M&E Scoping Frar



CRSTS1 Attachment
6 - Data Collection Te

Alongside the SUPPLIER'S tender submissions –



CRSTS - 7.1 Social
value final.docx



CRSTS - 6.1 Project
quality management - Approach - final.docx



CRSTS - 5.1



CRSTS - 4.2 Technical
experience - final.docx



CRSTS - 4.1 Team
details experience - fir

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Charges used to calculate liability in each Contract Year is 125% of the respective estimated yearly charges.

ORDER CHARGES

In accordance with the SUPPLIER'S Price Schedule and Rate Card.

- Point 1 – Total Contract Budget = £779,464.00
- Point 2 – The individual workstream costs offered by the Supplier do not represent the final costs, these costs are subject to change as the project undergoes further scoping. As such the fixed costs stated in this attachment have been used for commercial bid evaluation only, the actual costs against each work package will be negotiated between the Buyer and the Supplier during the contract delivery stage.
- Point 3 - The day rates will be utilised for ad-hoc/call-off activities at the Buyers request as set out in Attachment 3 (14.6 - 14.8 inclusive).



CRSTS1 Attachment
4 Price Schedule & R

PAYMENT METHOD

A plan which sets out exact payment dates will be agreed between the Buyer and Supplier at the mobilisation meeting.

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER’S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Fortnightly for the duration of the contract unless agreed otherwise by the supplier and buyer.

KEY STAFF

[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR

[REDACTED]
[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information includes Frontier proposal dated 05/06/2024, setting out the activities to be undertaken, along with the timing and budget (Order Charges table above).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	27/06/2024	Date:	27/06/2024