



Department for Transport

Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Programme Officer Services Limited
Email: [REDACTED]

Contract Agreement Number: **TRCD3047**

17 May 2021

Dear [REDACTED],

TRCD3047 – Programme officers for public enquiries:

1. On behalf of the Secretary of State for Transport, I am pleased to confirm award of this contract to work with the Department on supporting initially two public enquiries, with the possibility of a third to be confirmed. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Summary of conversation between you and the Department on Public Enquiry into the toll increase application for the Aldwark Bridge.
 - II. Summary of conversation between you and the Department on Public Enquiry into the stopping up Order application (case 4337) for Footpath 60 in Holmfirth.
 - III. The DfT short form terms and conditions of contract attached as annexe 1 to this award letter
2. All work under this contract is to be carried out in line with best practice guidance issued by PINS <https://www.gov.uk/guidance/local-plans>
3. The Contract price is based on your hourly rate of £30. The total amount to be paid under this contract will depend on the hours the Department requests you to work. Hours to be worked must be agreed in advance, confirmed by email, with you and the Department before those hours are worked. The **Maximum Price** for the Contract is **£15, 000.00** exclusive of Value Added Tax. Please note this maximum value is not guaranteed and the total amount depends on the hours worked on the first two enquiries identified, (1.I and 1.II above), and the possibility of the Department wishing to engage you on a third enquiry. This value cannot be exceeded without written approval from the commercial team.
4. The Contract will start on 17th May 2021 and finish by 31 December 2021 or once all work on the above two inquiries have concluded. If a support for third enquiry is needed this will be confirmed and agreed mutually and the end date adjusted accordingly.

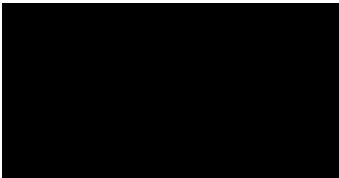
5. [REDACTED] is the contract manager.
6. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA***

Or via email to ssa.invoice@sharedservicesarvato.co.uk

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

Yours sincerely,



Commercial Relationship Management Lead