|  |  |
| --- | --- |
| Our ref: **C0001**  Your ref:    **CPMS Lot 1 - Arcadis Consulting (UK) Limited**  via Bravo | CPMS Procurement Team  Highways England  The Cube  199 Wharfside Street  Birmingham  B1 1RN    **26 August 2021** |

**OFFICIAL**

To whom it may concern,

**COMMERCIAL AND PROJECT MANAGEMENT SERVICES (CPMS) Framework**

**Lot 1 - Commercial Services**

**Reference**

**C0001**

**Project Controls Service for RIP South Regional PMO Teams**

**AWARD LETTER**

On behalf of Highways England, I am authorised to accept your proposal on **14 July 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **26 August 2021**, and the completion date is **28 February 2022**

The authorised maximum Package Order cost is **£281,714.61** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor, and can be contacted direct on x to arrange an Inception Meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully

CPMS Procurement Team

**Annex A - Invoicing information**

*Please note that the Project Sponsor will be contacting you shortly with a Purchase Order number to quote on your invoices.*

*1. When you report the value of completed work each month we will give you a receipt number.*

*2. Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*

*3. Invoices must be submitted to the email address below and be in PDF format.*

*4. If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*

*5. Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*

*6. When submitting your invoice(s), please also include the following information:*

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| [Invoices@highwaysengland.co.uk](mailto:Invoices@highwaysengland.co.uk) | Contract Number: | **2020/S 121-298128** |
| Package Order Number | **C0001** |
| Cost Centre: | **3193** |
| Project Number (PIN): | **611008** |
| Project Sponsor | **(as named above)** |