

Specialist Computer Centres PLC  
James House, Warwick Road  
Birmingham  
B11 2LE

**CONTRACT REFERENCE NUMBER: PS/25/77**

**CONTRACT TITLE: Provision of OpenText Enterprise & Rightfax Gateway  
Software Support & Maintenance**

**FRAMEWORK REFERENCE NUMBER: RM6098**

Dear Sir/Madam,

On behalf of the Secretary of State for Transport, I accept your tender/proposal submitted in relation to the above ITT via the DfT Sourcing Portal for the above contract.

The attached contract details Framework Schedule 6 Order Form, contract conditions and the associated schedules set out the terms of the contract between DVLA and Specialist Computer Centres PLC 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 Order Form (Schedule 6).

**Please ensure invoices are sent to Unity Business Services (UBS) 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.

Please contact the Contract Owner REDACTED on the below email address to discuss arrangements for commencement of the contract.

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 sincerely,

REDACTED  
Commercial Practitioner  
Commercial Directorate  
REDACTED

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