

REDACTED

CA Europe Sarl / Broadcom Inc
Route de la Longeraie 7,
Morges, CH, CH-1110

Dear REDACTED

CONTRACT REFERENCE NUMBER: PS/22/143**CONTRACT TITLE: Provision of CA GEN Upgrade Planning Assessment (Deep Dive Analysis)**

On behalf of the Secretary of State for Transport, I accept your quote dated 22/12/2022 for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Your Quote referenced **CPQ-889308**

The period of the contract will be **3 months**, commencing on **01/02/2023**.

The Rates for the Contract is £190.55 per hour with expenses up to a maximum amount of £5,500 excluding Value Added Tax. The contract is for a maximum of 240 hours.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.

REDACTED

Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

Baseline Personnel Security Standard (BPSS)

Any Supplier Staff that will be accessing the DVLA Site or have access to DVLA systems are required to have Baseline Personnel Security Standard clearance (BPSS). The BPSS comprises verification of the following four main elements:

1. Identity;
2. Employment History (past 3 years);
3. Nationality and Immigration Status;
4. Criminal Record Check (unspent convictions only).

The aim of the Baseline Standard verification process is to provide an appropriate level of assurance as to the trustworthiness, integrity and proper reliability of prospective staff. Suppliers are required to provide evidence of relevant Supplier Staff clearance.

Health & Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Our Health & Safety Policy is embedded below (**Appendix A**)

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA.



Appendix A - DVLA
Health & Safety Policy

Diversity and Inclusion

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is embedded below (**Appendix B**):



Appendix B -Equality
Diversity Inclusion pc

Procurement Fraud

The DVLA adopts a zero tolerance approach to procurement fraud and bribery. Please read the DfT Counter Fraud, Bribery, Corruption and Ethical Procurement Statement in **Appendix C**.



Appendix C - DfT
Counter Fraud Bribery

Use of DVLA Brands, Logos and Trademarks

The DVLA does not grant the Supplier licence to use any of the DVLA's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA's brands, logos or trademarks must be requested and obtained in writing from the DVLA.

Armed Forces Covenant

We would like to draw your attention to **Appendix D**, Armed Forces Covenant, which is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. We encourage all Tenderers, and their suppliers, to sign the Corporate Covenant



Appendix D - Armed
Forces Covenant.docx

Suppliers and supplier contractors must treat all DVLA information accessible by them as confidential and must not disclose to third parties.

Please contact the Contract Owner **REDACTED** via Email Address **REDACTED** to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

Please acknowledge your receipt of this letter by signing in the allocated space below and returning to me at the below email address.

Yours sincerely,

REDACTED

Commercial Specialist

Commercial Directorate

Commercial Specialist

REDACTED

On behalf of the Secretary of State for Transport

Accepted for and on behalf of CA Europe Sarl /
Broadcom Inc by:-

Signature: **REDACTED**_____

Name: REDACTED_____

Capacity: Delegate Signatory_____

Date: Jan-25-2023_____