



Department for Transport

Hartley McMaster Ltd
Broadway Chambers
1-5 The Broadway
St Peters Street
St Albans
Hertfordshire
AL1 3LH

[REDACTED]
Commercial Relationship Manager
Group Commercial Directorate
4/12 Windsor House
50 Victoria Street
Westminster, London SW1H 0TL
Direct line: [REDACTED]
[REDACTED]

Web site: www.dft.gov.uk

Tuesday, 26 March 2019

FAO – [REDACTED]

DfT Reference: TROO0083 – Analytical support and system update

1. On behalf of the Secretary of State for Transport, this contract for Hartley McMaster Ltd to provide analytical support and updates to the Think People Dashboard
2. The contract is to be let under the Departments standard terms and conditions (attached)
3. The Price for this contract is **£28,520** excluding VAT.
4. This contract will run from 04 March 2019 to 30 November 2019.
5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:



6. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Notably, this contract award notice is being sent to you retrospectively. This is required in order to rectify an administrative error, ensure your organisation receives appropriate payment and to meet the Departments obligation to be transparent in buying all goods and services

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If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,

[Redacted signature]

[Redacted name]

By authority of the Secretary of State for Transport
CC [Redacted] (DfT)

Signed:	[Redacted]
Name..	[Redacted]
Position	DIRECTOR	
Date:	26/3/19	

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