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| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 07752 243760 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6002 |
| Our ref: | PS/21/145 |
| Date: | 9th November 2021 |

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| Xxxxx redacted under FOI Section 40 |

Reed Specialist Recruitment Limited

Academy Court

94 Chancery Lane

London

WC2A 1DT

Dear Xxxxx redacted under FOI Section 40,

**CONTRACT REFERENCE NUMBER: PS/21/145**

**CONTRACT TITLE: Provision of ITS Recruitment**

**FRAMEWORK REFERENCE NUMBER: RM6002 – Lot 2**

On behalf of the Secretary of State for Transport, I accept your Service Offeringunder the terms and conditions of the RM6002 Permanent Recruitment Solutions – Lot 2 CCS Framework agreement. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference **RM6002 – Lot 2.**
2. The Department’s Request for Proposal letter dated **7th October 2021**
3. The Department's specification
4. Your quote dated **28th October 2021**

The period of the contract will be 1 yearcommencing on **10th November 2021**and expiring on **9th November 2022** with an option to extend for a further period depending on completion of the recruitment of the roles contained within the specification document.

The Rates for the Contract are laid out within the RM6002 Framework Rate Card exclusive of Value Added Tax. A 20% discount applies for Tranche 1, with this discount increases to 30% in Tranche 2, should overall volumes of roles exceed 20 staff members.

For Tranche 1 the agreed cost of the contract will be a gross £47,155.00 with a discount of 20% to be applied to this giving an overall net cost of £37,724.00.

For Tranche 2 the agreed cost will be up to a maximum of £112,549.00 (gross) with the discount varying depending on volume of 11 or more being triggering a discount of 30% for the entire tranche. The discount will be 20%, if the 30% discount threshold is not reached.

Overall contract award value maximum is £150,723.00 before discounts.

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.



**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.**

**Offshoring**

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 Xxxxx redacted under FOI Section 40 as soon as possible on Xxxxx redacted under FOI Section 40 number to discuss arrangements for commencement of the contract.

Please complete the Supplier Details form at Annex A.

Yours Sincerely

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| Xxxxx redacted under FOI Section 40 |
| Facilities & People Specialist |
| Commercial Directorate |
| Xxxxx redacted under FOI Section 40  **On behalf of the Secretary of State for Transport** |