

Our ref: TMTii 22

To: Samantha Lottering-Geeson

Mott MacDonald
 St Vincent Plaza
 319 St Vincent Street
 Glasgow
 G2 5LD
 Via Bravo

Neil Hawkings
 Procurement Delivery Lead
 Temple Quay House
 2 The Square
 Temple Quay
 Bristol
 BS1 6HA

24 May 2018

Dear Ms Lottering-Geeson

**TMTii 22 - Management of the Change Advisory Board and it's Websites for
 Highways England Technical Specifications (2017)**

On behalf of Highways England Company Limited, I accept your submission dated 26 March 2018 for the above Call off Agreement.

This letter and the documents listed below (in no order of precedence) form a binding contract between the Highways England Company Limited and yourselves:

1	RM1089 CCS Framework Agreement
2	TMTii 22 - Call off Agreement V2 (<i>Tender Amendment 1 – TA1</i>)
3	NEC 3 – Professional Services Contract
4	TMTii 22 - Collaborative Performance Framework v3.0 - TMT2
5	TMTii 22 - Scope (Issue Version)
6	Highways England Baseline Personnel Security Standard (BPSS) guidance
7	Highways England Data Handling Policy
8	9.1.9 UK Travel and Subsistence Allowances at a Glance
9	Chapter 9A Travel and Subsistence Policies
10	Chapter 9C Travel and Subsistence Guidance
11	TMTii 22 – Secondary Competition Q&A Issue 6 (21 March 2018)(Final Version) which included the following Tender Amendments: TA1 – Revised Call Off Agreement (V2) TA2 – Revised Price Schedule (V2)

12	Mott MacDonald's Submission comprising of: <ul style="list-style-type: none"> a) completed Anti-Collusion Certificate - Question Section on Bravo b) completed Fair Payment Charter - Question Section on Bravo c) completed Anti-Fraud Code of Conduct - Question Section on Bravo d) completed Quotation declarations - Question Section on Bravo e) 01 TMTii 22 CAB Methodology Statement.pdf f) 02 TMTii 22 CAB Programme.pdf g) 03 TMTii 22 CAB Annex G Key People Schedule.pdf h) 04 TMTii 22 CAB_Curricula Vitae (CVs).pdf i) 05 TMTii 22 CAB Resource Schedule.xlsx j) 06 TMTii 22 CAB Draft Quality Plan.pdf k) 07 TMTii 22 CAB Annex D Risk Register.pdf l) 08a TMTii 22 CAB Annex E Information Assurance.pdf m) 08b TMTii 22 CAB RfQ Annex E Information Assurance - 2C BMS Manual.pdf n) 09 TMTii 22 CAB Call Off Agreement_Contract Data part 2.pdf o) 10 TMTii 22 CAB Price Schedule (V2).xlsx p) 11 TMTii 22 CAB Statement on transparency publication.pdf q) 12 TMTii 22 CAB Statement undertaking responsibility for insurance claims.pdf
13	Pre Award Checks - communications: <ul style="list-style-type: none"> • Highways England's Evidence of Insurance check dated 14 May 2018 via bravo and Mott MacDonald's response xx May 2018 via bravo

The contract value will be no more than £391,961.94. Any additional requirements will be executed in accordance with the Call Off Agreement

The operative period of the contract will be **2 years** (with an option to extend for a further 12 months in 6 month increments, (2+0.5+0.5)). The start date of the contract will be 24 May 2018; therefore the contract will end 31 May 2020.

Invoices should be forwarded direct to:

Highways England
 FS Payments
 The Cube
 199 Wharfside Street
 Birmingham
 B1 1RN

Quoting the contract reference number **TMTii 22**, the appropriate Project Identification Number, the appropriate BPA and cost centre numbers (*to be provided by the Employer*).

ACTION NOW REQUIRED:

- Please confirm receipt and understanding of this letter.

Upon receipt of this letter please contact the Project Sponsor, Marcus Blitz [REDACTED] to discuss arrangements for commencement of the Contract.

You must treat this letter in confidence until Highways England makes a public announcement. If you are planning to issue a press release regarding this Contract please seek approval from Highways England prior to publication. Press notice enquiries should be directed to the Highways England Press Office, 0844 693 1448, PressOffice@highwaysengland.co.uk.

Lee Bryant will be in touch with you shortly regarding the completion of the TMTii 22 – Call Off Agreement

Yours sincerely

Neil Hawkings
Procurement Delivery Lead