

Our ref: **T0090**  
Your ref:

**SPaTS 2 Lot 1 - WSP UK Ltd**  
via Bravo

SPaTS 2 Procurement Team  
Highways England  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

**06 May 2021**

**OFFICIAL**

To whom it may concern,

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2**

**Lot 1 - Technical consultancy, engineering advice, research, innovation and post implementation evaluation**

**Reference**

**T0090 Implementation of Post Collision Fatal reporting review recommendations  
AWARD LETTER**

On behalf of Highways England, I am authorised to accept your proposal on **28 April 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **10 May 2021**, and the completion date is **31 December 2021**

The authorised maximum Package Order cost is **£21,242.95** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor, and can be contacted direct on X to arrange an Inception Meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully

X  
SPaTS 2 Procurement Team  
[SPaTS2@highwaysengland.co.uk](mailto:SPaTS2@highwaysengland.co.uk)

## Annex A - Invoicing information

*Please note that the Project Sponsor will be contacting you shortly with a Purchase Order number to quote on your invoices.*

- 1. When you report the value of completed work each month we will give you a receipt number.*
- 2. Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*
- 3. Invoices must be submitted to the email address below and be in PDF format.*
- 4. If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*
- 5. Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*
- 6. When submitting your invoice(s), please also include the following information:*

Invoice Address:	Invoice Details:	
<a href="mailto:Invoices@highwaysengland.co.uk">Invoices@highwaysengland.co.uk</a>	Contract Number:	<b>2019/S 106-258908</b>
	Package Order Number	<b>T0090</b>
	Cost Centre:	<b>X</b>
	Project Number (PIN):	<b>X</b>
	Project Sponsor	<b>(as named above)</b>