

Our ref: TMTii 05

Bill Newton
 TRL Ltd
 Crowthorne House
 Nine Mile Ride, Wokingham
 Berkshire
 RG40 3GA

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

Direct Line: XXXXXXXXXX

24 April 2018

Dear Bill Newton

**TMTii 05 - SMART Motorways Calibration and Optimisation Toolkit (CALO)
 2017**

On behalf of Highways England Company Limited, I accept your submission dated 19 January 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	RM RM1089 CCS Framework Agreement
2	TMTii 05 Call Off Agreement
3	NEC 3 - Professional Services Contract
4	TMTii 05 - Collaborative Performance Framework v3.0 - TMT2
5	TMTii 05 - Scope (Issue Version) – <i>(Tender Amendment 8)</i>
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 05 - Secondary Competition Q&A 16 (16 January 2018)(Final Version) which included the following Tender Amendments: TA 1 – Revised Scope <i>(this was canceled by TA8)</i> TA 2 – Revised tender return date

	TA3 – Revised Call Off Agreement (V2) TA4 – Revised Call Off Agreement (V3) TA5 – Revised Price Schedule (V2) TA6 – Revised tender return date TA7 – Data Handling Policy uploaded to Bravo TA8 – Revised Scope (Issue Version) & Uploaded Functional Specification TA9 – Tracked Changed of Scope uploaded TA10 – Revised Price Schedule (V3)
12	TRL'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) 15.01.18 TMTii SMCALO Quality Plan.docx (Submitted via Bravo) f) 15.01.18 TMTii SMCALO Quality Submission.docx (Submitted via Bravo) g) Annex E - Business Management System Manual.pdf (Submitted via Bravo) h) Annex E - COP for Handling Personal and Sensitive Information.pdf (Submitted via Bravo) i) Annex E - TMTii 05 - RfQ Annex E in word.docx (Submitted via Bravo) j) TMTii 05 - Call off Agreement v2 - Contract Data Part 2 in word.docx (Submitted via Bravo) k) TMTii 05 - price schedule V3 (TRL).xlsx (Submitted via Bravo) l) TMTii 05 - Resource Schedule.xlsx (Submitted via Bravo)
13	Pre Award Checks - communications: <ul style="list-style-type: none"> • Highways England's Evidence of Insurance check dated 11/04/18 via bravo and TRL's response 12/04/18 via bravo • Highways England's staff check 11/04/18 via bravo and TRL's response 12/04/18 via bravo

The initial contract value is £152,388.75. Any additional requirements will be executed in accordance with the Call Off Agreement

The operative period of the contract will be **2 years** (with the option to extend for a further year in 6 month increments); therefore the contract will end 30 April 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 05**, 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 05 – Call Off Agreement

Yours sincerely

Neil Widdop
Procurement Delivery Lead