



Department for Transport

CPC Project Services LLP
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United Kingdom

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Group Commercial Services
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Direct Line: [\[REDACTED\]@dft.gsi.gov.uk](mailto: [REDACTED]@dft.gsi.gov.uk)

Web Site: www.dft.gov.uk

5th March 2018

Dear [REDACTED]

STAR PACKAGE ORDER PPRO 04/101/136: Filming and Production of Rail Group Videos

THIS AGREEMENT is made on the 5th March 2018

BETWEEN:

- (1) **Department for Transport;** and
- (2) **CPC Project Services LLP, Quality House, 5-9 Quality Court, Chancery Lane, London, WC2A 1HP, United Kingdom (“the *Supplier*”).**

WHEREAS:

(A) The Consultant has been appointed to the Specialist Technical Advice for Rail (STAR) Framework and has entered into a framework agreement in relation to its appointment (the “Framework Agreement”).

(B) The *Employer* wishes to appoint the Consultant to provide certain services outlined in the Department’s Service Description issued on 17th January 2018 and subsequent clarifications. The contract will commence from 5th March 2018 until 4th March 2020 with an option to extend for a further 12 months at the authorities discretion.

(C) The Consultant has submitted a Proposal together with the resourcing schedule dated 1st February 2018 in response to the *Employer's Work Package Request Form* in accordance with terms of the Framework Agreement. The *Employer* has examined the Consultant's said tender and subject to the provisions of this contract is willing to engage the Consultant to carry out those services in accordance with this contract.

NOW IT IS AGREED THAT:

1. In this Agreement, unless the context otherwise requires, words and expressions have the same meanings as set out in the *NEC Conditions of Contract*.
2. This contract shall mean this document and the following documents which are hereby incorporated into and shall comprise this contract:
 - (i) The *NEC Conditions of Contract* are the NEC Professional Services Contract (Third Edition April 2013 with amendments June 2006 and September 2011) together with and as amended by Dispute Resolution Option W2, and Secondary Option Clauses as specified in the Contract Data Part One, Y(UK)2 (with amendments dated September 2011);
 - (ii) The Contract Data Part One (amended – see attachment) including, the Option Z clauses set out in the Contract Data Part One;
 - (iii) The Contract Data Part Two;
 - (iv) The terms of the Framework Agreement insofar as they relate to the provision of services;
 - (v) Your resource and pricing schedule under your reference Table 1A “Daily Rate for proposed supplier resources” dated 1st February 2018.
 - (vi) Your signed COI declarations dated 26th January 2018.
3. The *Supplier* shall provide the *scope* of services (as set out in the Contract Data Part 1) in accordance with this contract.

4. Given the sensitive nature of this Work Package Order which requires the Specialist Lead Technical Advisor and Commercial Advisory resources over the period of this contract, should the named resources not be available the Supplier will provide the following undertaking:
- Notify DfT in writing immediately using the Change Control Form
 - Provide suitably qualified and experienced resources, who will work to an equivalent standard
 - The Supplier will cover all costs of hand-over to the new resources including:
 - o Making them available for hand-over meetings with the named resources
 - o Only charging DfT for the new resources once they are fully up to speed and productive
5. The *Supplier* reaffirms that, under Section 14 of the Framework Agreement, it acknowledges and agrees that it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services and that (except as provided below) it shall not act for any person, organisation or company where there is or is reasonably likely to be a conflict of interest with the Services.
6. In consideration of the provision by the Supplier of the Services the *Employer* shall pay to the *Supplier* the amount due in accordance with this contract.
7. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Prior to issuing an invoice to the below address, a Schedule 10 application for payment must be sent to and approved by the Contract Manager. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed in the PO to:

**Accounts Payable
DfT Shared Service Avarto,
5 Sandringham Park
Swansea Vale
Swansea SA7 0EA**

8. This contract supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature whatsoever in relation to this contract. No variation to this contract, after the date hereof, will be made except with the written consent of the Parties provided that this is without prejudice to the *Employer's* rights to issue instructions in accordance with this contract.
9. Please acknowledge receipt and acceptance of this letter by signing and returning a copy to me and contact Felicity Drown Felicity.Drown@dft.gsi.gov.uk to discuss arrangements for the commencement of this work package.

IN WITNESS WHEREOF the Parties have entered into the Agreement on the date written above.

Signed by: [REDACTED]

Name: [REDACTED]

Position: **STAR Framework Contract Manager;**
On behalf of the Secretary of for Transport (*Employer*)

and

Signed by:

Name:

Position:

On behalf of CPC Project Services LLP
(*Supplier*)