



Department for Transport

Broadspire, by Crawford & Company

_____@broadspiretpa.co.uk

SENT ELECTRONICALLY*

Commercial Manager
Department for Transport
2/29, Windsor House
50 Victoria Street
Westminster, London
SW1H 0TL

Tel: _____

_____@dft.gov.uk

18 March 2020

Dear _____

Re: Industrial Disease Claims Handling (current cases) Contract Award
Contract Reference: T049901

1. On behalf of the Secretary of State for Transport, I accept your proposal for the management of existing DfT Industrial Disease Claims.
2. This letter and the documents listed below form a binding contract between you and this Department.
 - I. Appendix 1 - DfT Standard Terms of Agreement (below £5m)
 - II. Annex 1 Scope of Services
 - III. Annex 2 Broadspire Proposal

T049

3. The Contract will start on 1 April 2020 and shall run until 31 March 2022, with an option for a one-year extension. The earliest review point to discuss the take up the option on the first one-year extension shall take place during September 2021.
4. The total annual fixed value of the contract is **£45,000** excluding VAT for handling the current caseload of approx. 225 cases. This price will remain fixed for the first year of the contract. For year two, and year three (if the extension option is applied), individual cases will be priced at blended rate £250 excluding VAT, per case for the total number of existing cases which remain open at the end of the relevant preceding contract year. All these sums are payable as set out in Annex I under the heading "Management and Administration".
5. The DfT Contract Manager for the services is _____ (Claims Manager), contact details: _____ [@dft.gov.uk](mailto:_____@dft.gov.uk) tel: _____
6. You must be in possession of a new purchase order (PO) for the all work supplied under this contract. Invoices submitted to the Department must quote the PO number and must be submitted as directed in the PO to:

Shared Services Arvato
5 Sandringham Park
Swansea Vale
Swansea SA7 0EA

Commercial in Confidence

Or via email to: SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.

7. Please would you sign and return this Letter of Appointment by email.

You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract

Yours sincerely



DfT Commercial Manager
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter of Appointment and the agreement Broadspire, by Crawford & Company to provide the Contract Services as specified in the Letter of Appointment in accordance with its terms.

Signed:



Date:

18/3/20

Name:



Status:



BROADSPIRE