|  |  |
| --- | --- |
| Redacted under section 40 FOIA 2000 exemptions: personal information. | Highways England  The Cube  199 Wharfside Street  Birmingham  B1 1RN  <http://highwaysengland.co.uk/>  Direct Line: **Redacted** |
| TRL Ltd  via Bravo | 16 February 2016 |

Dear Sir/Madam

**OFFICIAL SENSITIVE**

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK-LOT 1**

On behalf of Highways England Company Limited, I accept your tender dated 16/10/15 for the above Contract.

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

1. Conditions of Contract: NEC3 Professional Services Contract
2. Information for Tenderers
3. Scope
4. your tender
5. Schedule of Cost Components
6. Staff Rate Profile Table
7. Contract Data Part 1
8. Contract Data Part 2
9. Framework information
10. The key personnel offered on the Key Person Schedule

The operative period of the Contract will be 4 years. The contract commencement date shall be 16/02/16. The date of the inaugural meeting will be confirmed.

The Contract is to be operated as a framework arrangement, Highways England does not bind itself to order any work/amounts or to receive and pay for any work/amounts other than those actually ordered.

I enclose a copy of the Form of Agreement. Can you please check that your company information is correctly completed in the Parties section of this document, amend if necessary, accept tracked changes in this section and print 2 copies for signature.. Please sign (and if applicable, seal) under hand both copies of the Deed and return both copies to **Redacted** at the above address by 01/03/16. We will then sign and apply the Highways England’s common seal and return one copy for your retention. If you are a partnership then option 4 applies, if you are a company, then it would be for the supplier to decide on 1 2 or 3 for sealing. (Please note: a Deed executed under hand must be signed by two Directors or by one Director and the Company Secretary; if executed by seal, please arrange authentication by a Director and the Company Secretary or by two Directors).

Upon receipt of this letter please contact the Framework Manager, **Redacted,** to discuss arrangements for commencement of the Contract and an inaugural meeting.

**Basic Security Checks**

The Government has set out mandatory requirements aimed at providing an assurance about the reliability and trustworthiness of any personnel who:

* may have regular access to documents which are either marked with a Security Classification (e.g. Official Sensitive) or which may be commercially or politically sensitive. Most documentation with Highways England falls into the latter category.
* requires access to Highways England IT systems
* requires unrestricted access to Highways England buildings.

The requirements (called Basic Check procedure) apply to any staff you intend to supply to Highways England. I attach a document “Basic Check Procedures” which explains the procedure in greater detail and request that you carry out a Basic Check on each of your relevant staff. Completed checks should be returned to the Framework Manager within 6 weeks of receipt of this letter. Relevant forms are attached, upon which the checks must be recorded.

**Please note the different procedure for staff who have been in your continuous employment for three years or more.**

If your firm already carries out some of the checks (such as the obtaining of references or checking for a criminal record) the results of these can be returned to the Framework Manager instead, for a ruling as to whether or not they will be sufficient.

Once you have carried out these checks, please send the completed forms to the Framework Manager who will endorse the form Annex A and return a copy to you. This will serve as proof that you have followed the procedures and should be retained.

Please acknowledge receipt of this letter.

Yours faithfully

**Redacted**

**On behalf of the Procurement Director**