



Department
for Transport

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MCIPS
Department for Transport
Group Commercial Directorate
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Web site: www.dft.gov.uk

Tuesday, 14 November 2023

[\[REDACTED\]@its.leeds.ac.uk](mailto: [REDACTED]@its.leeds.ac.uk)

[\[REDACTED\]@peakeconomics.co.uk](mailto: [REDACTED]@peakeconomics.co.uk)

SENT ELECTRONICALLY

CONTRACT AWARD NOTICE

DfT Reference: TANL3024
Title: Urban Economics: Framework for capturing unemployment impacts in appraisal

Dear [REDACTED] and [REDACTED],

On behalf of the Secretary of State for Transport, I am writing to accept your proposal, dated 13/10/2023 for a framework to include the reduction in unemployment in the Department for Transport's (DfT) appraisal framework.

The contract to provide these deliverables will run from 01/11/2023 to 31/05/2024, at a fixed and approved total cost of £40,000.00 (exclusive of VAT), distributed as indicated by the following table:

		Total
		£
Total		£40,000.00

Invoices will follow the following payment schedule:

Task		Payment schedule
Project start (inception meeting)		
Inception report		
Concepts and Framework chapter		
Modelling unemployment chapter		Invoice 50%
Case study chapter		
Workshop		Invoice 30%
Refine C&F chapter		
Refine modelling chapter		
Refine case study chapter		
TAG guidance chapter (technical component only)		
Publish draft final report		
Final report		Invoice 20%

This contract is to be let via the Department for Transport's (DfT) short form terms of contract. The following documents constitute a binding agreement between you (the Suppliers) and the Department for Transport (the Customer):

1. Schedule 1 Signed Order form, consisting of:
 - Contractual particulars
 - Your proposal, dated 13/10/2023 (Annex I)
 - DfT-prepared specification for these services (Annex II)
 - Contract terms and conditions

This contract is direct awarded, on the basis that competition for this expertise is absent. In particular, this contract must be awarded to academics with expertise in transport, unemployment and transport appraisal. [REDACTED] and [REDACTED] are the only two such active academics who could be awarded this requirement – and the work will build upon findings of a recent analysis by [REDACTED] on the link between transport investment and distinct types of unemployment.

For the purposes of payment and invoicing, [REDACTED] will act as lead contractor. He will be responsible for submitting accurate invoices on behalf of both Suppliers. In submitting invoices, [REDACTED] will also be responsible for certifying that the activities of both Suppliers have been carried out to the required standard. Payment will be made directly to [REDACTED], who will be responsible for distributing funds to [REDACTED].

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: ssa.invoice@sharedservicesarvato.co.uk

Or post:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is [REDACTED] |
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

If you, the suppliers, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter and the associated order form. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,

[REDACTED]

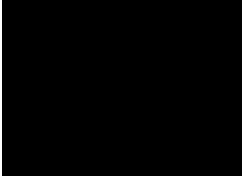
[REDACTED]
[REDACTED]

Head of Research Ops and Reporting

[REDACTED] **MCIPS**
DfT Commercial Manager
By authority of the Secretary of State for Transport

For and on
behalf of The
University
of Leeds

Annex I – Proposal



Annex II – DfT Specification



TANL3024
Unemployment fram