



XXXXXX Redacted under FOI Section [40 Personal Information]

FRANKLIN COVEY EUROPE LIMITED

Blenheim Court  
19 George Street  
BANBURY  
OX16 5BH  
United Kingdom

Your ref:

Our ref:

Date:

PS/21/182

14 April 2022

Dear XXXXX Redacted under FOI Section [40 Personal Information]

**CONTRACT REFERENCE NUMBER: PS/21/182**

**CONTRACT TITLE: PROVISION OF FRANKLIN COVEY – 7 HABITS OF HIGHLY EFFECTIVE PEOPLE® TRAINING EVENTS**

On behalf of the Secretary of State for Transport, I accept your tender dated **14 March 2022** for the above contract. This letter and the documents listed below form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA).

1. Model Services Terms and all associated Schedules
2. DVLA Short Form Contract for the Supply of Good and/or Services (Appendix H of ITT)
3. Specification
4. Pricing Schedule
5. Environmental Policy (Appendix A of Invitation to Tender (ITT))
6. Health and Safety Policy (Appendix B of ITT)
7. Diversity & Inclusion Policy (Appendix C of ITT)
8. Brands, Logos and Trademarks (Appendix D of ITT)
9. Procurement Counter Fraud & Bribery Statement (Appendix E of ITT)
10. Invoicing Procedures (Appendix F of ITT)
11. Armed Forces Covenant (Appendix G of ITT)
12. Invitation to Tender letter
13. Instructions for Tenderers
14. Qualification Envelope Responses (DfT Sourcing Portal Jaggaer)
15. Technical Envelope Responses (DfT Sourcing Portal Jaggaer)
16. Commercial Envelope Responses (DfT Sourcing Portal Jaggaer)

The period of the contract will be **3 Years**, commencing on **22 April 2022** and expiring on **21 April 2025**.

The Firm Price for the Contract is **£74,400.30**, excluding Value Added Tax.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the**



**PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.



Invoicing  
Procedures v2.1.doc

**Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

Employment of staff under this contract will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with data protection legislation that an individual's refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment.

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Please contact the Contract Owner XXXXX Redacted under FOI Section [40 Personal Information] to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures and completion of the offshoring approval process

Please complete the Supplier Details form at Annex **A** and return to the email address below.

Please complete and sign the DVLA Short Form Contract and return to be at the email address below.

Yours sincerely,

XXXXX Redacted under FOI Section [40 Personal Information]

XXXXX Redacted under FOI Section [40 Personal Information]

Category Specialist

Commercial Directorate

XXXXX Redacted under FOI Section [40 Personal Information]

**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of Franklin  
Covey Europe Limited by: -

Signature: XXXXX Redacted  
under FOI Section [40 Personal  
Information]

Name: XXXXX Redacted  
under FOI Section [40 Personal  
Information]

Capacity:

\_\_\_\_\_

Date:

\_\_\_\_\_