



Department for Transport

Whitehall and Industry Group
80 Petty France
Westminster
London
SW1H 9EX

MCIPS
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Direct line: 02079444135
ann.stagg@dft.gsi.gov.uk

Web site: www.dft.gov.uk

Tuesday, 22 May 2018

Dear Sir/Madam,

DfT Contract Number PPRO 04/31/77– Whitehall and Industry Group – L&D

I refer to the above mentioned contract for the DfT cohort to attend the Interdepartmental Talent Programme being undertaken in conjunction with BEIS, DEFRA, MHCLG and DHSC. The programme is composed of 6 products listed below:

No.	Title	Route to market
1	Taking control of your career	Direct offering from WIG
2	The neuroscience of leadership	CSL approved
3	Enhancing personal impact and presence	Direct offering from WIG
4	Group dynamics	Direct offering from WIG
5	Organisational RAID	Direct offering from WIG
6	Tell it like TED	CSL approved

This letter and the document listed below form a binding contract between you and the Department.

- Department for Transport Short Form Terms and Conditions Services (attached)

The approved maximum cost for the work will be £40,000.00 (exclusive of VAT) This figure is provided for guidance purposes only, and does not constitute a fixed requirement unless called off by the use of a purchase order. This amount is not to be exceeded without the Department's prior permission in writing. The contract will commence on 1 April 2018 and will end on 31 March 2019.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**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] - email: [REDACTED]@dft.gsi.gov.uk or phone [REDACTED].

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:.....
Name.....
Position
Date:.....

Yours sincerely,

[REDACTED]

By authority of the Secretary of State for Transport