



# Department for Transport

Rail Executive

Department for Transport  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR

Capita Property and Infrastructure Limited  
65 Gresham Street  
City of London EC2V 7NQ

17<sup>th</sup> August 2015

Dear ,

**Re: Framework Award - OJEU Notice 2014/S 178-314724 for Provision of Transport Related Specialist Technical Advice for Rail (STAR) Framework**

The standstill period has now come to an end. We are now in a position to formalise the STAR Framework Agreements. We set out instructions as to complete the Framework Agreements below. We would also be grateful if you would provide us some further details using the forms attached (please find instructions for completing these below).

## **Framework Agreement**

Attached is an electronic version of the STAR Framework Agreement. This is a copy of the document you received as part of the ITT pack with two exceptions. First, we have filled in the details listed below, much of which is based on the information you provided in your tender response:

### Form of Agreement, p. 4

- Employer name
- Supplier details

### Schedule 2 – Key Contract Information, p. 36

- Framework number
- Name of Supplier
- Grade and Category/Categories to which you have been appointed
- Commencement date
- Details of Framework Manager

### Schedule 3 – Quotation Information, from p. 37

- Relevant Category specific maximum daily rate card pricing table(s)
- Minimum pricing discount table

### Schedule 4 – Supplier Capability Matrix (ITT Appendix 1), from p. 41

- Relevant capability matrices

Second, we have clarified the drafting of point 6 on p. 36 so that it now reads 'Duration: 2 (+1+1) years'. This is not a substantive change.

### **Instructions: Completing the Framework Agreement**

In order for us to formalise our Framework Agreement with you, please:

1. Review the document and assure yourself that the details that we have included are correct. In the event of the Supplier believing that there is an error in the information that the Authority has transposed in their Framework Agreement they will be required to immediately notify the Authority. In such cases the Authority will review perceived errors and respond to the Supplier accordingly.
2. Insert your company name and the sub-suppliers you listed in Appendix 5 of your ITT submission on p. 6 of the Framework Agreement.
3. Sign p. 6 of the Framework Agreement.
4. Provide details of the point of contact at your organisation for STAR matters on p. 36 of the Framework Agreement.

On receipt of the duly signed Framework Agreement the Authority will review the returned document to ensure that no amendments have been made to the Framework Agreement. Once the Authority has completed its validation it will sign and return a copy to the Supplier.

### **Instructions: Further Details**

We would also be grateful if you would: (i) complete and return the attached STAR Framework Supplier Details form which will allow us to set up a web page on the CCS website providing information about the Framework to potential users and (ii) complete and return the F001 – Vendor Creation/Amendment Form (also attached) which will enable to set your organisation up on the SAP system. You will need to send back an F001 form, please note that we can only accept a hard copy of this form, accompanied by a covering letter on headed paper.

### **Deadlines and Next Steps**

Please return these documents by 12:00hrs (noon) Monday 24<sup>th</sup> August. We intend to sign the Framework Agreements on that date. The STAR Framework will formally commence on 25<sup>th</sup> August.

We will shortly be inviting you to a 'STAR Framework Launch Event'. At this event our newly appointed STAR Framework Manager [REDACTED] and [REDACTED] team will introduce the Framework and provide you with further information about how STAR will work and how we intend to develop a Framework Community that builds sustainable links both with us and between suppliers. This is most likely to take place on 30<sup>th</sup> September in central London.

We look forward to completing these final steps and getting you involved in future Work Packages.

Kind regards,



Head of Procurement Excellence

## STAR Framework Supplier Details

### 1. Supplier Representative

Name:

Address:

Tel:

Fax:

Email:

### 2. Additional Supplier Contact (Optional)

Name:

Position/Role in Relation to STAR Framework:

Address:

Tel:

Fax:

Email:

### 3. Details needed for CCS web-portal. (This will be a similar portal to that currently in use for the T-TEAR Framework, which can be found here: <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1030>)

Dun & Bradstreet (DUNS) Number:

Supplier Web Address:

*NB. Details of your 'supplier representative' (as above) will also be provided on the CCS web-portal, unless you tell us otherwise.*

### 4. SAP Details

Please fill in the attached ' F001 – Vendor Creation/Amendment Form'. These details are used to pay invoices through SAP. Please note we can only accept a hard copy of this form, accompanied by a covering letter on headed paper.