



# Department for Transport

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Direct Line: [REDACTED]

Email : [REDACTED]  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Ref: TRCD3049

10 August 2021

Dear Ed,

## **TRCD3049 Consultancy in support of the DfT TfL Relationship**

This letter confirms that the standstill period for this contract award has now ended and there were no legal proceedings brought against the decision of the proposed award of this contract.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) The publication of our Invitation to Tender, forming the request for proposal.
  - (ii) The Crown Commercial Services MCF framework terms and conditions.
  - (iii) Your proposal and documents submitted in response to our Invitation to Tender.
2. The contract will commence on 9 August 2021, ending on 8 August 2023.
3. This is a call off contract and as such volumes cannot be guaranteed. The maximum contract value is £4, 000, 000 ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
4. You will be issued with a purchase order (PO), number which you should reference on your invoice, and this must be submitted directly to:

***ssa.invoice@sharedservicesarvato.co.uk***  
***Accounts Payable,***  
***Shared Services arvato,***  
***5 Sandringham Park,***  
***Swansea Vale,***  
***Swansea***  
***SA7 0EA***
5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

6. The contract manager is [REDACTED] .

Yours sincerely

[REDACTED]

[REDACTED], Commercial Relationship Management Lead  
**by authority of the Secretary of State for Transport**