



Department for Transport

XX
Director
TJA Associates
e-mail: X@tjaassociates.co.uk

Dear XX,

TFTS3018 – Roads Policing Review and Innovation

1. On behalf of the Secretary of State for Transport, I am pleased to confirm the award of the above contract. The contract is made up of our statement of requirements issued to you on 18th February and your proposal received on the same day. The contract is governed by General conditions of contract for services in the attached order form.
2. The Contract will start on 31 March 2025 and finish on 31 March 2026. The **Maximum Value** of the Contract is **£350,000.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. XX, XX@dft.gov.uk is the DfT contract manager.
4. You will be issued with a written purchase order (PO), to quote on all invoices, and these must be submitted directly to:

**Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA
Or via email to SSa.invoice@sharedservicesarvato.co.uk**

Yours sincerely,

SIGNATURE

XX
Commercial Relationship Management Lead

XX
Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

XX@dft.gov.uk

Contract Agreement Number: **TFTS3018**

27 March 2025