



Department for Transport

Dear Sir/Madam,

Letter of Appointment

This letter of Appointment dated 08 June 2022, is issued in accordance with the provisions of the MCF3 Framework (RM6187), for the provision of services for the National Bus Strategy: Enhanced Partnership support for LTAs and Operators, between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

CALL OFF REFERENCE: TLOT10118

THE BUYER: Department for Transport

**BUYERS ADDRESS Great Minister House, 33 Horseferry Lane,
London, SW1P 2AA**

THE SUPPLIER: Ove Arup & Partners Limited

SUPPLIER ADDRESS: 8 Fitzroy Street, London, W1T 4BJ

REGISTRATION NUMBER: 01312453

DUNS NUMBER: 227760899

APPLICABLE DPS CONTRACT

This Call off Order Form is for the provision of the Deliverables and dated **08/06/2022**.

It's issued under the Framework Contract with the reference number **RM6187** for the provision of **National Bus Strategy: Enhanced Partnership support for LTAs and Operators.**

CALL OFF ORDER INCORPORATED TERMS

The following documents are incorporated into this Call off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Call off Order Form.
2. Joint Schedule 1 (Definitions) **RM6187**.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6187**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **RM6187**
 - Call off Schedule 1 (Transparency Reports)
 - Call off Schedule 3 (Continuous Improvement)
4. CCS RM6187 Core Terms.

Please note the following:

 - Core Terms clause 3.2, the provisions relating to 'Goods' are not used.
 - Core Terms clauses 26 & 33, these clauses will apply solely to third party claims made against the Buyer/CCS, and do not apply to claims between the Supplier and the Buyer/CCS.
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6187**.

No other Supplier terms are part of the Call off Order Contract. That includes any terms written on the back of, added to this Call off Order Form, or presented at the time of delivery.

Call off START DATE: 04 July 2022

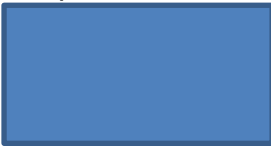
Call off EXPIRY DATE: 04 July 2024

Call off INITIAL PERIOD: 2 years

The Authority reserves the option to extend the call-off contract by 2 periods of 1 year.

DELIVERABLES:

As per the document below, Attachment 3 – Statement of Requirements 26042022.



Alongside the tender submissions:



MAXIMUM LIABILITY

Notwithstanding any other term of this Call Off Contract the total liability of the Consultant to all parties under or in connection with this Call Off Contract, whether in contract (including by way of indemnity), tort (including negligence), for breach of statutory duty or otherwise shall be limited to 125% of the Estimated Total Fee for this contract.

No Parent Company Guarantee will be required for this commission.

CALL OFF ORDER CHARGES

Contract Value – on a call-off basis for £2m, budget through to July 24, based upon T&M/day rates as stated in the Arup tender submission:



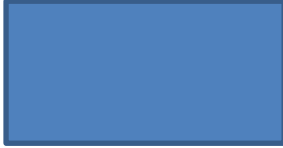
RM6187 – MCF3

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract.

PAYMENT METHOD:

As per section 16.1 to 16.8 of the document below:



A plan which sets out exact payment dates will be agreed between the Buyer and Supplier at the mobilisation meeting.

BUYER'S INVOICE ADDRESS:

SSa.invoice@sharedservicesarvato.co.uk

or:

DfT Shared Services Arvato
Accounts Payable Team
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE:



Address: Great Minister House, 33 Horseferry Lane,
London, SW1P 2AA

SUPPLIER'S AUTHORISED REPRESENTATIVE



Address: 8 Fitzroy Street, London, W1T 4BJ

SUPPLIER'S CONTRACT MANAGER



Address: 63 St Thomas Street, Bristol, BS1 6JZ

PROGRESS REPORT FREQUENCY: Progress reports to be provided monthly.
Exact details will be confirmed at the Inception meeting.

PROGRESS MEETING FREQUENCY: Progress meetings to be conducted weekly.
Exact details will be confirmed at the Inception meeting.

KEY STAFF



Address: 100 Old Hall Street, Liverpool, L3 9QJ

KEY SUBCONTRACTOR(S)

As stated in the document below.



COMMERCIALLY SENSITIVE INFORMATION

None applicable at this stage.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Project Director	Role:	Commercial Relationship Manager, DfT
Date:	18 July 2022	Date:	20 July 2022

