



Department for Transport

TRL
Crowthorne House, Nine Mile Ride
Wokingham
RG40 3GA
via email xx@trl.co.uk

xx
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: xx
Email: xx@dft.gov.uk
Web Site: www.dft.gov.uk

DfT Ref: TFTS1007
14 February 2023

Dear xx,

CONTRACT AWARD: TFTS1007 Research to Research to inform GB type approval and construction and use regulations for automated vehicles

1. On behalf of the Secretary of State for Transport, I accept your proposal dated **13/02/2023** for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.
 - a. Our statement of Requirements dated 3/01/23
 - b. Your proposal dated 13/02/23
 - c. DFT Terms and Conditions
2. This contract will start on **15 February 2023** and end on **31 January 2024**.
3. The **Firm cost** for this contract is **£200,000**. This amount is not to be exceeded without the Department's prior permission in writing.
4. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA.
SSa.invoice@sharedservicesarvato.co.uk**

Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to xx@dft.gov.uk.
6. You may contact the Contract Manager, xx, xx@dft.gov.uk to discuss any matters relating to the commencement of the Contract.

Yours sincerely,

Signature

xx, Commercial Relationship Management Lead
by authority of the Secretary of State for Transport

Agreed on behalf of TRL

Name and Signature