Department for Transport

[redacted]
Commercial Relationship Manager
Group Commercial Directorate
4/12 Windsor House
50 Victoria Street
Westminster, London SW1H 0TL
Direct line: [redacted]

Web site: www.dft.gov.uk

Highfield Group
Highfield Walk
Doncaster
South Yorkshire
DN4 5HZ

Monday, 11 March 2019

Dear Sir/Madam

DfT Reference: TROO0089

E-Learning Course – Counter Terrorism

-NB 60-minute

1. On behalf of the Secretary of State for Transport, this contract for Highfield Group to create a ~~30 minute~~ e-learning product about Counter Terrorism for the regulated rail sector, and supplying the resultant package for deployment.

2. The contract is to be let under Department for Transports standard terms of agreement (Attached)

3. The Price for this contract is up to **£50,000** excluding VAT.

4. This contract will run from January to June 2019

5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

[redacted]

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

The Contract Manager for this contract is [redacted]

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.