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Our ref: TIT 0164

Date: 7 May 2020

Dear Supplier

Contract number & Title: TIT 0164 - AAIB Case Management System – further development

On behalf of the Secretary of State for Transport, I accept your proposal of 5 May 2020.

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The Department for Transport General Conditions of Contract for Services
2. Your proposal of 5 May 2020

The contract will commence on 12 March and expire on 30 September 2020.

The initial commitment to spend is £55,250.00 excluding VAT, which covers 65 days of development, testing and data migration with the option to increase up to £100,000 if required.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted to aaib_finance@aaib.gov.uk

Please contact the Contract Owner, [REDACTED] on telephone number [REDACTED] or via email [\[REDACTED\]@aaib.gov.uk](mailto:[REDACTED]@aaib.gov.uk) to discuss arrangements for commencement of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to

 [@dft.gov.uk](mailto: [redacted]@dft.gov.uk).

Yours sincerely

Sent via email unsigned


**Procurement Business Partner
Department for Transport
Swansea (DVLA)**

 [@dft.gov.uk](mailto: [redacted]@dft.gov.uk)
On behalf of the Secretary of State for Transport

