



Crown  
Commercial  
Service

OFFICIAL

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E [REDACTED]@crowncommercial.gov.uk  
  
www.gov.uk/ccs

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**RSM Tax and Accounting Limited**

**25 Farringdon Street  
London EC4A 4AB**

Attn: **RSM Tax and Accounting Limited**

[REDACTED] [@rsmuk.com](mailto:[REDACTED]@rsmuk.com)

Date: 20<sup>th</sup> February 2017

Procurement ref: CCCC16B20

Dear [REDACTED],

**Award of contract for the supply of E-Filing of Corporation Tax Returns For LCR Finance PLC And CTRL Section 1 Finance PLC**

Following your tender / proposal for the supply of E-Filing of Corporation Tax Returns For LCR Finance PLC And CTRL Section 1 Finance PLC to Department for Transport, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Department for Transport as the Customer and RSM Tax and Accounting Limited as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

**1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:**

- 1.1. The Services shall be performed at RSM Tax and Accounting Limited, 25 Farringdon Street, London EC4A 4AB.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £23,750, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 20<sup>th</sup> February 2017 (the “Start Date”) and the Expiry Date shall be 19<sup>th</sup> February 2020. The Authority reserves the option to extend the contract by 2 periods of 1 year.

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Award letter  
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V2.1 06/02/2017



1.5. The address for notices of the Parties are:

**Customer**

Department for Transport, Great Minster  
House, 33 Horseferry Road, London SW1P  
4DR  
Attention: [REDACTED]  
Email: [REDACTED]@dft.gsi.gov.uk

**Supplier**

RSM Tax and Accounting Limited,  
25 Farringdon Street, London EC4A  
4AB  
Attention: [REDACTED]  
Email: [REDACTED]@rsmuk.com

1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
Elizabeth Dobson	Financial Accountant
Kevin Kidd	Financial Accountant
Mark Evans	Accountant – Tax Partner
Emma Millgate	Accountant – Tax Manager

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

## 2. Payment

The supplier will need to invoice each company separately, as follows:

- Invoices for services supplied to LCR Finance plc will need to be sent to the Department for Transport's Shared Services Centre: Shared services Arvato, 5 Sandringham Park, Llansamlet, Swansea Vale, Swansea, SA7 0EA;
- Invoices for services supplied to CTRL Section 1 Finance plc will need to be sent to the company: CTRL Section 1 Finance plc, 33 Horseferry Road London SW1P 4DR. Note that, as the company's bank is incorporated in the USA, they may require the supplier to complete a W8/W9 tax form before processing payment of the invoice.

Payment can only be made following the satisfactory E Filing of the Corporation tax returns and the submission of a receipt.



### 3. Liaison

For general liaison your contact will be [REDACTED] or, in their absence, [REDACTED]

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and emailing the enclosed copy of this letter to [REDACTED]@crowncommercial.gov.uk **within 5** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for and on behalf of Department for Transport ("the Customer")

Name: [REDACTED]  
Deputy Director Financial Accounting and Control.  
Department for Transport.

Signature:

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of RSM Tax and Accounting Limited ("the Supplier")

Name: [REDACTED]  
[REDACTED]

Signature:

Date: