



DVLA  
Longview Road  
Morriston  
Swansea SA6 7JL

Phone: REDACTED

[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

@dvlagovuk

Your ref:

Our ref: PS/22/151

Date: 20/10/22

Insight Direct UK Ltd  
The Atrium  
Uxbridge  
UB8 1PH

Dear Sir/Madam

**CONTRACT REFERENCE NUMBER: PS/22/151**

**CONTRACT TITLE: Renewal of OpenText Processflows and RightFax Gateway  
Software Support and Maintenance**

**FRAMEWORK REFERENCE NUMBER: RM6068**

On behalf of the Secretary of State for Transport, I accept your quotation submitted in relation to the above ITT via the DfT Sourcing Portal under the terms and conditions of the Technology Products and Associated Services Framework RM6068. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM6068
2. The Department's Request for Proposal letter dated 29/09/22.
3. The Department's specification
4. Your quote submitted via the DfT Sourcing Portal

The period of the contract will be 12 months, commencing on 01/11/22 and expiring on 31/10/23.

The Firm Price for the Contract is **£15,290.62**, exclusive of Value Added Tax.

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 follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.

**REDACTED**

**Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.



The Contract Owner for this contract is **REDACTED**. She can be contacted via the below email address.

Email: **REDACTED**

Please acknowledge your receipt of this letter.

Yours faithfully,

**REDACTED**

Commercial Specialist

Commercial Directorate

**REDACTED**

**On behalf of the Secretary of State for Transport**