

Dear Sir/Madam,

Letter of Appointment

This letter of Appointment dated 10 May 2022, is issued in accordance with the provisions of the DPS Agreement (RM6126), for the provision of services for the CRSTS Process Evaluation, between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

ORDER REFERENCE: TLOT0034B

THE BUYER: Department for Transport

BUYERS ADDRESS Great Minister House, 33 Horseferry Lane,

London, SW1P 2AA

THE SUPPLIER: STEER DAVIES & GLEAVE LIMITED

SUPPLIER ADDRESS: 14-21 Rushworth street, London, SE1 0RB

REGISTRATION NUMBER: 01883830

DUNS NUMBER: **295206247**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 10/05/2022.

It's issued under the DPS Contract with the reference number **RM6126** for the provision of **City Regional Sustainable Transport Settlements (CRSTS) – Process Evaluation**.

Project Version: v1.0 Model Version: v1.3

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

- 1. This Order Form.
- 2. Joint Schedule 1(Definitions and Interpretation) RM6126.
- 3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6126
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - o Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for RM6126
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - o Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - o Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
- 4. CCS Core Terms (DPS version) v1.0.3
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6126.

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: 12/05/2022

ORDER EXPIRY DATE: 11/05/2027

ORDER INITIAL PERIOD: 5 years

DELIVERABLES:

See details in **CRSTS Attachment 3 - Statement of Requirements process** evaluation.

RM6126 - Research & Insights DPS

Project Version: v1.0 Model Version: v1.3

Alongside the tender submissions:

001-Q4._Approach_Method_Experience_Final, 002-Q5_and_CVs_Complete, 003-Q6._Quality_and_Project_Management_Final, Steer Davies - Conflict of Interest Text_Final

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is 125% in the 1st year of the contract.

ORDER CHARGES

In accordance with:

001-

Q7._Price__Attachment_4_Price_Schedule_and_Rate_Card_process_evaluation_Final

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract.

PAYMENT METHOD:

As per the document CRSTS Attachment 3 - Statement of Requirements process evaluation (1), sections: 18.1, 18.2, 18.3, 18.4 & 18.5.

A plan which sets out exact payment dates will be agreed between the Customer and Supplier at the mobilisation meeting.

BUYER'S INVOICE ADDRESS:

SSa.invoice@sharedservicesarvato.co.uk

or:

DfT Shared Services Arvato Accounts Payable Team 5 Sandringham Park Swansea Vale Swansea SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE:

RM6126 - Research & Insights DPS Project Version: v1.0

Model Version: v1.3



SUPPLIER'S AUTHORISED REPRESENTATIVE



SUPPLIER'S CONTRACT MANAGER



PROGRESS REPORT FREQUENCY

The method and regularity for providing updates and progress meetings will be agreed following the start of the commission. Fortnightly progress updates with the Project Manager will be required as a minimum.

PROGRESS MEETING FREQUENCY

The method and regularity for providing updates and progress meetings will be agreed following the start of the commission. Quarterly and annual review meetings will be required as a minimum.

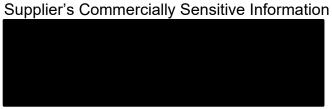
KEY STAFF



KEY SUBCONTRACTOR(S) none

E-AUCTIONS Not applicable

COMMERCIALLY SENSITIVE INFORMATION



Model Version: v1.3

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	Commercial Relationship Manager - RPE
Date:	13/05/2022	Date:	19/05/2022