



Department
for Transport

Mr. Chris Houston

Group Commercial Directorate
2/29, Great Minster House
33 Horseferry Road
London SW1P 4DR

Mobile: [REDACTED]
[REDACTED]@dft.gov.uk

30 April 2018

Email: [REDACTED]

Contract Reference: P040550174C – CR2 Affordability Review 2018

Dear Chris,

On behalf of the Secretary of State for Transport, I wish to thank you for agreeing to provide your expertise in the above Review. This letter and the following attached documents form the contract between you ('the contractor') and Department for Transport ('the authority'):

- DfT Conditions of Contract for Services (*Pages 3 to 94*)
- Supplementary Conditions Intermediaries Legislation 2017 (*Pages 82 to 94*)
- Specification - Project Initiation Document (*Pages 83 to 94*)
- Person Specifications (*Pages 92 to 94*)

For the avoidance of doubt, the contract includes the following elements:

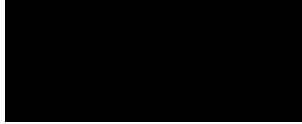
- a) Your role in the review includes **Sub-Panel Chair (Finance)**.
- b) In consideration of the Services provided, the authority shall pay a maximum of **£1,750.00** per day excluding Value Added Tax (VAT).
- c) The maximum cost of this contract is **£105,000.00** excluding VAT. This amount must not be exceeded without written authority.
- d) All contractor claims (invoices) will be settled on a **monthly** basis.
- e) Unless agreed by the parties this contract expires **31 December 2018**.

As you are aware, under the new IR35 measures DfT is responsible for ensuring every directly recruited contractor is treated as an employee for Tax, National Insurance Contributions (NIC) and Employment Allowance, and paid via payroll.

Consequently, the DfT Contract Manager for this program [REDACTED], will contract you shortly to organise completion the necessary forms and procedure to bring you onto the DfT payroll. [REDACTED] is contactable directly on [REDACTED] or via email: [REDACTED]@dft.gov.uk

Please acknowledge receipt of this letter and associated documents via email, thereby confirming your acceptance of the awarded contract.

Yours sincerely

A large black rectangular redaction box covering the signature area.

 Commercial Relationship Management Lead (Rail)
By authority of the Secretary of State for Transport

cc: , *Crossrail 2, High Speed Rail Group*