|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | XXXXXX redacted under FOIA section 40 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6002 |
| Our ref: | PS/21/77B |
| Date: | 28th January 2022 |

XXXXXX redacted under FOIA section 40 GATENBYSANDERSON LIMITED

14 King Street

Leeds

LS1 2HL

England

Dear XXXXXX redacted under FOIA section 40,

**CONTRACT REFERENCE NUMBER: PS/21/77B**

**CONTRACT TITLE: Provision of Recruitment of a Finance Director and 2 x Non-Executive Director’s (NED's)**

**FRAMEWORK REFERENCE NUMBER: RM6002 – Lot 7: Executive Search - Senior Roles**

On behalf of the Secretary of State for Transport, I enclose the RM6002 Permanent Recruitment Order Form Template Short Form – to engage GatenbySanderson Ltd to recruit the agreed Executive Search Senior Roles from Lot 7 of the RM6002 CCS Framework Agreement.

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

1. RM6002 Permanent Recruitment Order Form Template Short Form (to be signed and returned)
2. RM6002 Call Off Order Terms and Conditions (embedded within the short order form)
3. Statement of requirements within the Call-Off Deliverables in the order form
4. CCS RM6002 Rate Card

The period of the contract will be for an initial 1 year, commencing on 28th January 2022 and expiring on 27th January 2023.

The Rates for the Contract are laid out within the RM6002 Framework Rate Card exclusive of Value Added Tax.

The overall cost for the Contract is estimated at £68,500.00.

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.



**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.**

**Offshoring**

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.

Please contact the Senior Responsible Owner XXXXXX redacted under FOIA section 40 – Director of HR & Estates, on the following email: XXXXXX redacted under FOIA section 40 to discuss arrangements for commencement of the contract. Please contact me on the below email address if you have any contractual enquiries.

Please complete the Supplier Details form at Annex A and return to the following email address: XXXXXX redacted under FOIA section 40

Yours Sincerely

|  |
| --- |
| XXXXXX redacted under FOIA section 40 |
| Facilities & People Commercial Advisor |
| Commercial Directorate |
| XXXXXX redacted under FOIA section 40  Accepted for and on behalf of **GatenbySanderson Ltd** by:-  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **On behalf of the Secretary of State for Transport** |

**Annex A:**

XXXXXX redacted under FOIA section 41