



Department
for Transport

[REDACTED]
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Mobile: [REDACTED]

Email: [REDACTED]

Web Site: www.dft.gov.uk

[REDACTED]
Winckworth Sherwood LLP
5 Montague Close,
London SE1 9BB

13 March 2018

via email

CONTRACT AWARD

P40550152 Parliamentary Agents for HS2 Phase 2b (Crewe to Manchester and the West Midlands to Leeds)

Dear [REDACTED]

On behalf of the Secretary of State for Transport, I wish to formally accept your proposal for the above contract. This letter and the attached documents form the contract between Winckworth Sherwood LLP and the Department (DfT).

- DfT General Conditions for Services, amended (Pages 3 to 86)
- Invitation to Tender - Joint proposal - Technical (Pages 87 to 154)
- Invitation to Tender - Joint proposal - Pricing (Pages 155 to 175)
- Invitation to Tender (Pages 176 to 206)

For the avoidance of doubt, the proposed contract is based on the following:

- a) The "contractor" is Winckworth Sherwood LLP and the subcontractor is Eversheds Sutherland LLP;
- b) The Initial Contract Period commences 19 March 2018 and expires 19 March 2021 (3 Years);
- c) DfT retains the right to extend the initial contract period for an additional twelve (12), twenty-four (24), or thirty-six (36) months, subject to satisfactory performance;
- d) The maximum cost of this contract, including all options to extend, is **£10 million** excluding VAT. This amount shall not be exceeded without Group Commercial Directorate's written authority;
- e) The contract operates on a "call-off" basis to provide the services in relation to the activities and deliverables set out in the ITT (paragraph 4.3);

- f) Rates, amounts and additional volume based discounts provided within the Pricing Schedule shall be fixed for the duration of the contract
- g) DfT reserves the right to terminate the contract at any time by giving 2 months' written notice in accordance with the Conditions of Contract (Clause H3).

The DfT Business Contract Manager for the duration of this contract is [REDACTED]
(Policy Advisor, HS2 Phase 2b Hybrid Bill team), contactable via email
[REDACTED] or by phone [REDACTED]

Winckworth Sherwood LLP further agrees to be in possession of a valid DfT Purchase Order (PO) before commencing any work under this contract. And that all invoices quote the correct PO number and are submitted to:

**Accounts Payable
DfT Shared Service,
5 Sandringham Park Swansea Vale
Swansea SA7 0EA**
Or via email: ssa.invoice@sharedservicesarvato.co.uk

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

Yours sincerely,

[REDACTED]

By authority of the Secretary of State for Transport

cc:

[REDACTED]