|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 01792 783175 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: |  |
| Our ref: | PS/23/150 |
| Date: | 09 October 2023 |

Phoenix Software

Blenheim House

York Road

Pocklington

York

YO42 1NS

**CONTRACT REFERENCE NUMBER: PS/23/150**

**CONTRACT TITLE: Provision of ELK Cloud Hosting**

**FRAMEWORK REFERENCE NUMBER: RM6068**

Dear Sir/Madam

I refer to my letter dated 28 September 2023 and I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender dated 25 September 2023for the above contract. The attached sets out the terms of the contract between DVLA and Phoenix Software for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures, as referenced in the Order Form.

**Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

Please contact the Contract Owner, Simon J Rees at [simon.rees1@dvla.gov.uk](mailto:simon.rees1@dvla.gov.uk) to discuss arrangements for commencement of the contract.

Please confirm your acceptance of the Conditions by signing and returning the Order Form within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

Natalie Prosser

Commercial Advisor

Commercial Directorate

natalie.prosser@dvla.gov.uk

**By authority of the Secretary of State for Transport**