



# Department for Transport

Department for Transport  
Lead Procurement Business Partner  
Group Commercial Services  
2/29 Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

Operations Director  
Mace Limited  
155 Moorgate  
London  
EC2M 6XB

11 March 2016

Dear [REDACTED]

## **Contract Number: PPRO 04/28/46 – DfT Group Facilities Management Service Model Project Manager Remit**

1. On behalf of the Secretary of State for Transport, I accept your proposal dated 1 March 2016 for the above Contract. This letter and the documents listed below form a binding contract between you and this Department.
  - The terms and conditions of Lot 1 of the Ministry of Justice Strategic Alliance Agreement PSP Framework including the additional terms and conditions of the NEC Z clauses volume 3 Strategic Alliance model form contract and the additional clause that covers tax arrangements of public sector appointees;
  - The Department's specification for DfT Group Facilities Management Service Model Project Manager Remit; and
  - Your proposal dated 1 March 2016.
2. The contract will start on 1 April 2016 and will end on 30 September 2017. The daily rates detailed below are to be charged on a 7.5 hour basis:

Grade	Name	Daily Rate (excluding VAT)
Associate Director	[REDACTED]	£600
Associate Director	[REDACTED]	£600
Director	[REDACTED]	£675

3. The maximum value of the contact to 30 September 2017 is £202,500 exclusive of VAT. This amount is not to be exceeded without the Department's prior permission in writing. The Contract Manager for this contract is [REDACTED]
4. In due course the Department will issue you with a written purchase order (PO). Invoices submitted to the Department must also quote the PO number and must be submitted as directed in the PO to:

**arvato,  
Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA**

5. Please acknowledge receipt of this letter and confirm your acceptance of the contents by signing and returning the enclosed copy to me.

[Redacted]

[Redacted]  
**by authority of the Secretary of State for Transport**

I hereby confirm receipt of the above Letter of Appointment and the agreement of Mace Limited to provide the Contract Services as specified in the Letter of Appointment in accordance with its terms.

Signed:

Date:

Name:

Status: