



# Department for Transport

Steer  
28-32 Upper Ground  
London  
SE1 9PD

Via email to:

Department for Transport  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR

Mobile:

E-mail:

Website: [www.gov.uk/dft](http://www.gov.uk/dft)

1<sup>st</sup> December 2021

Dear ,

## Procurement Reference - TWO0147 Analytical Support to Enhancement Projects

**THIS AGREEMENT** is made on the 1<sup>st</sup> December 2021

### BETWEEN:

- (1) **Department for Transport**; and
- (2) **Steer, 28-32 Upper Ground, London SE1 9PD** (“the **Supplier**”).

### WHEREAS:

- (A) The Consultant has been appointed to the Specialist Technical Advice for Rail and other Transport Modes (STAR *Two*) Framework and has entered into a framework agreement in relation to its appointment (the “Framework Agreement”).
- (B) The Employer wishes to appoint the Consultant to provide certain services outlined in the Department’s Service Description and Response Guidance issued on **6<sup>th</sup> October 2021** and subsequent clarification questions (CQ). The call-off contract is awarded for the services on the quoted price with a spending cap of £975,000 over 12 months (in accordance with the STAR Framework rules). The contract period will commence from **1<sup>st</sup> December 2021** and conclude on **30<sup>th</sup> November 2022**.

(C) The Consultant has submitted a Proposal dated **26<sup>th</sup> October 2021** in response to the *Employer's Service Description and Response Guidance* in accordance with terms of the Framework Agreement. The *Employer* has examined the Supplier's said tender and subject to the provisions of this contract is willing to engage the Supplier to carry out those services in accordance with this contract.

**NOW IT IS AGREED THAT:**

1. In this Agreement, unless the context otherwise requires, words and expressions have the same meanings as set out in the NEC4 Professional Services Contract *Conditions of Contract*.
2. This contract shall mean this document and the following documents which are hereby incorporated into and shall comprise this contract:
  - (i) The NEC *Conditions of Contract* are the NEC4 Professional Services Contract dated June 2017;
  - (ii) The Contract Data Part One (amended – see attachment) including, the Option Z clauses set out in the Contract Data Part One;
  - (iii) The Contract Data Part Two;
  - (iv) The terms of the Framework Agreement insofar as they relate to the provision of services;
  - (v) Your resource and pricing schedule under your reference "Table 1A – Daily rate for proposed Supplier Resources", dated **26<sup>th</sup> October 2021** where the services will be priced on a *per diem* basis
  - (vi) Your signed COI declarations dated **26<sup>th</sup> October 2021**.
3. The *Supplier* shall provide the *scope* of services (as set out in the Contract Data Part 1) in accordance with this contract.
4. Given the sensitive nature and the Specialist Technical Advisory resource required for this project over this period, should the named resource not be available the Supplier will:
  - notify DfT in writing immediately using the Change Control Form
  - provide suitably qualified and experienced resources, who will work to an equivalent standard

- the Supplier will cover all costs of hand-over to the new resources including:

- making them available for hand-over meetings with the named resources
- only charging DfT for the new resources once they are fully up to speed and productive

5. The *Supplier* reaffirms that, under Section 14 of the Framework Agreement, the *Supplier* acknowledges and agrees that it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services and that (except as provided below) it shall not act for any person, organisation or company where there is or is reasonably likely to be a conflict of interest with the Services.
6. In consideration of the provision by the Supplier of the Services the *Employer* shall pay to the *Supplier* the amount due in accordance with this contract.
7. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Prior to issuing an invoice to the below address, a Schedule 10 application for payment must be sent to and approved by the Contract Manager. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed in the PO to:

**Accounts Payable  
DfT Shared Service Arvarto,  
5 Sandringham Park  
Swansea Vale  
Swansea SA7 0EA**

Email: [Ssa.invoice@sharedservicesarvato.co.uk](mailto:Ssa.invoice@sharedservicesarvato.co.uk)

8. This contract supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature whatsoever in relation to this contract. No variation to this contract, after the date hereof, will be made except with the written consent of the Parties provided that this is without prejudice to the *Employer's* rights to issue instructions in accordance with this contract.
9. Please acknowledge receipt and acceptance of this letter by signing and returning a copy to me and contact [REDACTED] to discuss arrangements for the commencement of this work package.

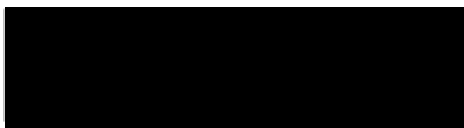
Yours sincerely,

[REDACTED]

[REDACTED]

IN WITNESS WHEREOF the Parties have entered into the Agreement on the date written above.

Signed by:



Name: 

Position: 

On behalf of the Secretary of Transport (*Employer*)

and

Signed by:



Name: 

Position: 

On behalf of Steer (*Supplier*)