



Department
for Transport

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

CPC Project Services LLP
100 Wood Street
London
EC2V 7AN

Mobile:

E-mail:
Website: www.gov.uk/dft

14th October 2020

Dear

Procurement Reference TTWO0082 – Professional Correspondence Writers

THIS AGREEMENT is made on the 14th October 2020

BETWEEN:

- (1) **Department for Transport** (“the *Employer*”); and
- (2) **CPC PROJECT SERVICES LLP, 100 Wood Street, London EC2V 7AN** (“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 Work Package Request issued on **26th August 2020**. The contract will commence from **19th October 2020** and conclude on **18th October 2022**, with the option at the Employer’s sole discretion to extend this Agreement for up to a further 12 months. The Consultant has submitted a Proposal dated **16th September 2020** in response to the *Employer’s* Work Package Request Form in accordance with terms of the Framework Agreement. The *Employer* has examined the Consultant’s said tender

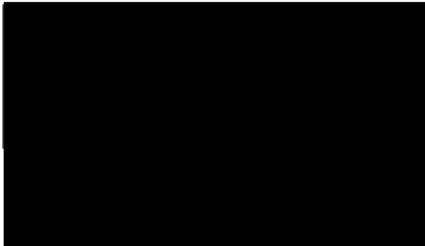
and subject to the provisions of this contract is willing to engage the Consultant to carry out those services in accordance with this contract. **NOW IT IS AGREED THAT:**

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 ‘Section 6 - Table 1A-Daily Rate for the proposed Supplier Resources’, dated **18th September 2020**; where the services will be priced on a per diem basis
 - (vi) Your signed COI declarations dated **7th September 2020**.
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 Economic Advisory resource required for this project over this period, should the named resources 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:
- A large black rectangular box redacting the address information.
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.

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

Signed by:

A large black rectangular box redacting the signature of the Employer.

Position: **STARTwo Framework Commercial Relationship Manager;**

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

and

Signed by:

Name:

Position:

On behalf of CPC Project Services LLP (*Supplier*)

