



Department
for Transport

[REDACTED]
Steer,
28-32 Upper Ground,
London,
SE1 9PD,
United Kingdom

[REDACTED]
Framework Contract Manager
Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR

Mobile: [REDACTED]

E-mail: [REDACTED]@dft.gov.uk

Website: www.gov.uk/dft

10th January 2020

Dear [REDACTED]

Re: TTWO 0016 – Freight Released Capacity Support

THIS AGREEMENT is made on the 10th January 2020

BETWEEN:

- (1) **Department for Transport;** and
- (2) **Steer Davies & Gleave, registered in England and Wales with company number 18838390 whose registered office is at 20-32 Upper Ground, London, United Kingdom. SE1 9PD (“the *Supplier*”).**

WHEREAS:

- (A) The *Supplier* has been appointed to the Specialist Technical Advice for Rail and other transport modes (STARTwo) Framework and has entered into a framework agreement in relation to its appointment (the “Framework Agreement”).
- (B) The *Employer* wishes to appoint the *Supplier* to provide certain services outlined in the *Employer’s* Service Description issued and subsequent clarifications. The contract between the *Employer* and *Supplier* will commence from 10th January 2020 and conclude on 31st March 2020.

(C) The *Supplier* has submitted a Proposal in response to the *Employer's* Work Package Request Form 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 NEC 4 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 NEC 4 Professional Services Contract dated June 2017;
 - ii The Contract Data Part One (see attachment) including, the Option Z clauses (as set out in the STARTwo Framework Agreement) 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 signed COI declarations.
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 of the Specialist Technical Advisory resource required for this project over this period, should the named resource(s) not be available the *Supplier* will:
 - notify the *Employer* 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:
 - o making them available for hand-over meetings with the named resources
 - o only charging the *Employer* 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 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 *Employer* **must also quote the PO number** and must be submitted as directed in the **PO to:**

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

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 the *Employer's* contact [REDACTED]@dft.gov.uk).

10. The inception meeting will be held in the *Employer's* office, Great Minster House, 33 Horseferry Road London SW1P 4DR at a time to be agreed between the parties.

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

Signed by: [REDACTED]

Name: [REDACTED]

Position: **STARTwo Framework Contract Manager;**
On behalf of the Secretary of for Transport (*Employer*)

and

Signed by: [REDACTED]

Name: [REDACTED]

Position: [REDACTED]

On behalf of **Steer** (*Supplier*)