



Department  
for Transport

Behavioural Insights Team Ltd  
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SW1A 2HQ

Business Partner  
Group Procurement and Property  
Department for Transport

Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

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

Our Ref : PPRO 04/85/04

17 March 2015

Dear

**Award of Contract PPRO 04/85/04: Applying Behavioural Insights to DfT's Digital by Default Workstream**

1. On behalf of the Secretary of State for Transport, I accept your proposal dated 11 February 2015 for the above mentioned contract. This letter and the documents listed below form a binding contract between you and this Department.
  - The Terms & Conditions of the Government Procurement Service Framework Ref RM\_BIT/1.
  - The Department's Scope of Requirements dated 9 February 2015.
  - Your proposal dated 11 February 2015, subsequently clarified with to agree that £375 can be subtracted from the contract value, which represents the 0.5 days of focus group guidance (page 4, Task 1) which is no longer required.
2. This contract will commence from the date of this letter and will end on 31 March 2016 with the satisfactory completion of all work undertaken.
3. The Approved Maximum Cost for the contract is £13,575 excluding VAT. This amount includes an allowance of £300 excluding VAT for reasonable travel and subsistence in performing this contract. This value must not be exceeded without the written authority of the undersigned. The key staff listed within the proposal must not be replaced without agreement of the DfT Contract Manager. Please note that the contract contains a break point after Phase 2b. The Department will at its sole discretion then make a decision on whether it would like you to proceed with the running of the single half-day or single full-day workshop.

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4. 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. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

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

**Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

5. To assist with the payment process draft invoices should be submitted by e-mail to the Contract Manager, [REDACTED]  
[REDACTED] Once the draft invoice has been agreed a DfT 'Goods Received Notice' (GRN) will be produced and the DfT will then confirm that the invoice may be submitted for payment as detailed above.
6. Please acknowledge receipt of this letter.

Yours sincerely

[REDACTED]  
by authority of the Secretary of State for Transport