

## Part 1: Letter of Appointment



# Department for Transport

Dear Sirs

### Letter of Appointment

This letter of Appointment dated 09 February 2022, is issued in accordance with the provisions of the DPS Agreement (RM6172), for the provision of Support Body services for the Local Electric Vehicle Infrastructure ('LEVI') Fund, between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

ORDER REFERENCE:	TISE3082
THE BUYER:	The Department for Transport ("Customer")
BUYER ADDRESS	Great Minster House, 33 Horseferry Road, London, SW1P 4DR
THE SUPPLIER:	Energy Saving Trust Enterprises Ltd
SUPPLIER ADDRESS:	30 North Colonnade, Canary Wharf, London E14 5GP
REGISTRATION NUMBER:	07805748
DUNS NUMBER:	217497497

### ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form
2. Joint Schedule 1 (Definitions and Interpretation) **RM6172**

3. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6172**
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 6 (Key Subcontractors)
  - Joint Schedule 7 (Financial Difficulties)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 12 (Supply Chain Visibility)
- **Order Schedules for RM6172**
  - Order Schedule 1 (Transparency Reports)
  - Order Schedule 2 (Staff Transfer)
  - Order Schedule 3 (Continuous Improvement)
  - Order Schedule 8 (Business Continuity and Disaster Recovery)
  - Order Schedule 9 (Security)
  - Order Schedule 10 (Exit Management)
  - Order Schedule 15 (Order Contract Management)

4. CCS Core Terms (DPS version) v1.0.1



DPS Core Terms  
v1.0.1.docx

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6172**

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: 14 February 2022

ORDER EXPIRY DATE: 31 March 2025

ORDER INITIAL PERIOD: 3 Years, 1 ½ Months.  
Option to extend for a period of 12 months  
to 31 March 2026

## DELIVERABLES

The Customer's requirements are set out in the SoR attached:

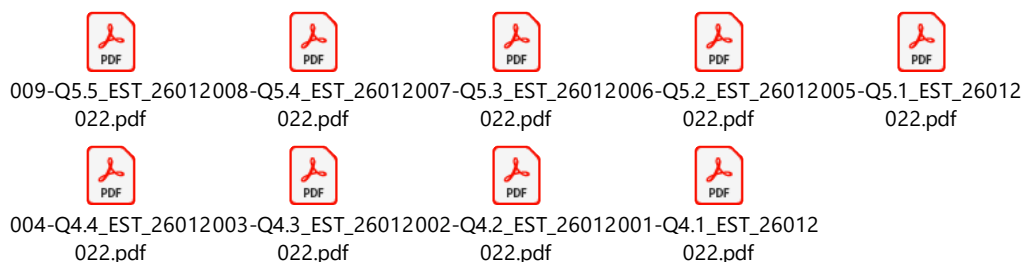


Attachment 3 - LEVI  
Fund Delivery Partner

The Suppliers tender response to the SoR is set out in these nine technical response attachments:

## DPS Schedule 6 (Order Form Template and Order Schedules)

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### MAXIMUM LIABILITY

The limitation of liability for this Order Contract is 'one times' the estimated yearly charges. The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £1,784,844

### ORDER CHARGES

The Suppliers Charges for the Deliverables are set out in the attached document



001-Attachment\_4\_-\_Price\_Schedule\_LEVI\_

### PAYMENT METHOD

The Supplier will be paid Quarterly in arrears: -

- Annual Fixed costs paid at mid-point in the first Quarter. Please note this will be after 1<sup>st</sup> April 2022.
- Variable costs paid at the subsequent three Quarters in accordance with the volume of applications processed at payment date, as defined in the SoR (Sections 13.2.3.2 (a), 13.2.3.3, and 13.2.3.4).
- Time-based costs will be paid in concurrence with the Variable costs, in accordance with the number of working days recorded at payment date, as per the SoR (Section 13.2.4).

A plan which sets out exact payment dates will be agreed between the Customer and Supplier at the mobilisation meeting.

### BUYER'S INVOICE ADDRESS:

SSa.invoice@sharedservicesarvato.co.uk

or:

DfT Shared Services Arvato  
Accounts Payable Team  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

### BUYER'S AUTHORISED REPRESENTATIVE



Commercial Associate – Local EV Infrastructure Team, OZEV  
xx@ozev.gov.uk

**DPS Schedule 6 (Order Form Template and Order Schedules)**

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**SUPPLIER'S AUTHORISED REPRESENTATIVE**

██████████

CEO

xx@est.org.uk

**Energy Saving Trust England, 30 North Colonnade, Canary Wharf, London,  
E14 5GP**

**SUPPLIER'S CONTRACT**

██████████

Senior Programme Manager - Transport

xx@est.org.uk

**Energy Saving Trust England, 30 North Colonnade, Canary Wharf, London,  
E14 5GP**

***\*Please note ████████ is on paternity leave until Monday 21<sup>st</sup> February. Please copy  
in correspondence to xx@est.org.uk in the interim.***

**PROGRESS REPORT FREQUENCY**

Fortnightly. Exact Dates to be agreed between the Customer and the Supplier.

**PROGRESS MEETING FREQUENCY**

Fortnightly (in addition to ad-hoc workstream meetings). Exact Dates to be agreed between the Customer and the Supplier.

**KEY STAFF**

██████████

Group Head of Transport

xx@est.org.uk

**Energy Saving Trust England, 30 North Colonnade, Canary Wharf, London,  
E14 5GP**

**KEY SUBCONTRACTOR(S)**

PA consulting Ltd (Company Registration Number 00414220)

Cenex Consultancy Services Ltd (Company Registration Number 12370236)

**COMMERCIALLY SENSITIVE INFORMATION**

**Attachment 4 - Price Schedule LEVI ORCS Grant Mgmt - V5.0 EST 26012022**



Attachment 4 - Price  
Schedule LEVI ORCS

**FORMATION OF CONTRACT**

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two 2 Working Days from such receipt

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	██████████	Name:	██████████
Role:	Chief Executive	Role:	Commercial Relationship Management Lead( Roads, Places & Environment)
Date:	11.02.22	Date:	11/02/2022