



Pro:Atria Ltd  
Old Exchange,  
South Cadbury,  
YEOVIL,  
Somerset,  
BA22 7ET

[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)  
[@dvlagovuk](mailto:@dvlagovuk)

Our ref: PS/23/121  
Date: 01/08/2023

Dear **REDACTED**,

**CONTRACT REFERENCE NUMBER: PS/23/121**

**CONTRACT TITLE: PS-23-121 - Renewal of SFTP Plus, support & maintenance**

On behalf of the Secretary of State for Transport, I accept your tender dated **28<sup>th</sup> July 2023** for the above contract. This letter and the documents listed below shall form a binding contract between you and the Driver and Vehicle Licensing Agency (DVLA) upon signature of the Order Form.

- 1) Schedule 1 – Contract including Order Form and Contract Conditions
- 2) Associated Annexes, as listed in the Order Form

The period of the contract will be **24 months**, commencing on **September 13<sup>th</sup> 2023** and expiring on **September 12<sup>th</sup> 2025**, with an option to extend for 3 further periods of 12 months (36 months total).

The Firm Price for the Contract is **£36,290.14** (excluding Value Added Tax) for the initial 2 year period and **£94,057.27** for the proposed 5 year duration (excluding Value Added Tax)

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.



Invoicing  
Procedures.docx

**Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**



Please contact the Contract Owner **REDACTED** via **REDACTED@DVLA.gov.uk** to discuss arrangements for commencement of the contract.

The Order Form will be countersigned and returned to you shortly. This will create a binding contract between the two named parties.

Yours sincerely,

**REDACTED**

Commercial Specialist

Commercial Directorate

**REDACTED@DVLA.gov.uk**

**By the authority of the Secretary of State for Transport**