



# Department for Transport

Capita Resourcing Limited  
T/A Veredus

By email to [REDACTED]

[REDACTED]  
LEAD COMMERCIAL RELATIONSHIP MANAGER  
GROUP COMMERCIAL SERVICES  
DEPARTMENT FOR TRANSPORT  
D/2 ASHDOWN HOUSE  
SEDLSCOMBE ROAD NORTH  
ST LEONARDS ON SEA  
EAST SUSSEX  
TN37 7GA

UNITED KINGDOM  
DIRECT [REDACTED]  
[REDACTED]@DfT.gsi.gov.uk

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

30 January 2018

Dear [REDACTED]

## Provision of Executive Search and Recruitment Services – ICCAN Contract Reference PPRO 04/08/01 – ICCAN Recruitment

1. Further to my letter to you dated 22<sup>nd</sup> January and your response dated 24<sup>th</sup> January I would like to formally accept your offer and this letter and the documents listed below form a binding contract between you and this Department.

- i. The Department for Transport Short Form terms and conditions of Contract
- ii. The Departments letter dated 18<sup>th</sup> January 2018
- iii. Your response dated 24<sup>th</sup> January 2018

2. This contract started on 1st December 2018 and will end on 31<sup>st</sup> March 2018.

3. The Costs for this Contract are as set out below

### Fixed

			Date due
Fee	£19,000	£6,460 – Stage 1 (34% - On being Retained) £6,270 – Stage 2 (33% - Shortlist) £6,270 – Final Stage (33% - Final Panel preferred candidate identified)	Dec 17 Feb 18 Feb 18
Advertising	(TBC) £850	Sunday Times Online (£800) Production Costs (£50)	Jan 18
<b>Estimated Total</b>	<b>£19,850</b>	Plus VAT	

### Optional – for which specific written approval is required

Expenses at cost	Allow £850	sent 4-6 weeks after Final Panel	Mar 18
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		Estimated administration and material costs ( <i>if hard copy packs required with couriers to individual panel members</i> ): Pack production – allow £300 Courier/postage costs – allow £200 Travel expenses (candidate & consultant) – allow £350	
Psychometric Profiling	TBC £4,400	Optional @ £1,100 per candidate (based on x4 shortlisted Candidates	Feb 18

4. You will be issued with a written purchase order (PO). Invoices submitted to the Department must quote the PO number and must be submitted as directed in the PO to:

**Accounts Payable,  
Shared Services 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 the payment process, please provide full supporting evidence of costs and expenses incurred together with a draft invoice or annotated progress report – as agreed with the Contract Manager]

6. Please acknowledge receipt of this letter

Yours sincerely.



by authority of the Secretary of State for Transport