



# Department for Transport

XX  
Managing Director  
Parking Matters

via email: [XX@parkingmatters.co.uk](mailto:XX@parkingmatters.co.uk)

Dear XX,

XX  
Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Direct Line: 00000000

Email : [XX@dft.gov.uk](mailto:XX@dft.gov.uk)  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Ref: TRST3068

18 February 2025

## **TRST3044: Subject matter expertise and technical support for delivering the National Parking Platform and maintaining pilot operations**

On behalf of the Secretary of State for Transport, I am pleased to confirm award of the above contract. This letter and the documents listed below form a binding contract between you and this Department;

- I Our statement of requirements issued to you on 3 February 2025
- II Your proposal received by us on 4 February 2025
- III General conditions of contract for services below 5 million, embedded in this award letter
- IV An amended schedule 22 to those general conditions (insurance), also embedded in this award letter

The Contract will start on 1 April 2025 and finish by 30 September 2025. As you are aware we can terminate the contract with one month's notice should circumstances demand that. The maximum contract value is **£150, 000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.

The contract manager is XX, [XX@dft.gov.uk](mailto:XX@dft.gov.uk)

Please note the contract reference number is now **TRST3068**, as this is a new contract. This new contract reference must be quoted on all invoices.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***ssa.invoice@sharedservicesarvato.co.uk***  
***Accounts Payable,***  
***Shared Services arvato,***  
***5 Sandringham Park,***  
***Swansea Vale,***  
***Swansea***  
***SA7 0EA***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please confirm acceptance of this contract directly to me.

Yours sincerely

SIGNATURE

xx, Commercial Relationship Management Lead  
**by authority of the Secretary of State for Transport**



Mid-Tier\_-\_Schedule\_  
22\_-\_Insurance Nov .



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