



## Department for Transport

### Business Disability Forum

Nutmeg House  
60 Gainsford Street  
London  
SE1 2NY

██████████ MCIPS  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Tel: 07977 435445  
Email: ██████████@dft.gov.uk

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

**Tuesday, 07 November 2023**

FAO: ██████████, Head of Disability Partnerships

DfT Reference: TRHR3261

Title: Provision of Business Disability Forum Membership 2024

Dear ██████████,

On behalf of the Secretary of State for Transport, I would like to accept your quotation for a year-long renewal of the Department for Transport's partnership membership with the **Business Disability Forum**, beginning on the 1<sup>st</sup> January 2024, and ending on the 31<sup>st</sup> December 2024. This membership has a firm approved cost of £21,000.00, excluding VAT.

The following documents will constitute a binding agreement between you, **Business Disability Forum** (the supplier) and the Department for Transport (the customer):

- This award letter, once signed by both parties
- Your formal quotation, annexed below
- BDF contract terms and conditions, annexed below



BDF Quote  
2024.pdf



BDF 2024 Terms &  
Conditions.docx

This membership aligns to the Department's need, detailed in the Civil Service D&I Strategy, to hold disability confident accreditation. The membership contract is direct awarded, on the basis that BDF are the only professional membership body who combine tailored disability consultancy services, including support and review in completing disability confident accreditation, with a helpline/advice services and extensive online resources (via the knowledge hub). There are no professional bodies with comparable scope, focus and size.

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Or post:

**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

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

The Contract Manager for this contract will be [REDACTED] |  
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Please acknowledge receipt of this letter within 5 business days of the letter issue date.

Yours sincerely,

[REDACTED]

[REDACTED] MCIPS  
DfT Commercial Manager  
Group Commercial Directorate  
By authority of the Secretary of State for Transport

Signed: [REDACTED] [REDACTED] .....

Name [REDACTED] .....

Position ..... Head of Finance .....

Date: ...06/11/23.....

\*SENT ELECTRONICALLY\*