



Department
for Transport

The University of Leeds,
Leeds
LS2 9JT

Department for Transport
Business Partner Team
Group Commercial Services
1/28 Great Minster House
33 Horseferry Road
London
SW1P 4DR

Direct line:

22 May 2015

Dear

**CONTRACT NUMBER PPRO: PPRO04/43/16 - ADVISORY SUPPORT FOR
ECONOMIC IMPACTS GUIDANCE: ANALYTICAL PRINCIPLES, PRODUCTIVITY AND
RULE OF A HALF**

1. On behalf of the Secretary of State for Transport, I accept your tender dated 18 May 2015 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- The Department for Transport General Conditions of Contract for Services, 12 February 2014;
- The Department's Invitation to Tender dated 7 May 2015;
- The Department's Statement of Requirements;
- Your Tender dated 18 May 2015

2. This contract will commence from the date of this letter and end on 30 November 2016 with the satisfactory completion of all work undertaken. The contract will have two phases. Phase 1, which has a duration of approximately 6 months to the end of November 2015, has a contractual limit of 20 working days. Day rates will be as specified in the contract tender.

3. The second phase is a call-off contract with a duration of 12 months from the completion of phase 1. The focus of the call-off contract will be the same as that of Phase 1, providing advice on the economic impacts guidance. The day rates for Phase 2 will be the same as those you specified for Phase 1 in your tender.

4. The firm maximum cost for Phase 1 of this contract including expenses is £ exclusive of Value Added Tax. This amount is not to be exceeded without the Department's prior permission in writing. The Contract Manager for this contract is (Tel. 020 7944).

5. In due course the Department will issue you with a written purchase order (PO). Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

**arvato,
Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA**

6. Please would you sign and return a duplicate of this Letter of Appointment as soon as possible.

You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract

Yours sincerely



by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter of Appointment and the agreement of The University of Leeds to provide the Contract Services as specified in the Letter of Appointment in accordance with its terms.







