



Department  
for Transport

MCIPS

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

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

17/08/2023

**Modal Shift Transport Planning Ltd**

Cromwell House  
1<sup>st</sup> Floor, 14 Fulwood Place  
London  
WC1V 6HZ

FAO: [REDACTED]  
Email: [REDACTED]@modalshift.co.uk

**\*SENT ELECTRONICALLY\***

Dear [REDACTED],

Procurement Title: **Provision of Transport Analysis Guidance (TAG) Peer Review**  
Procurement Reference: **TRAS3087**

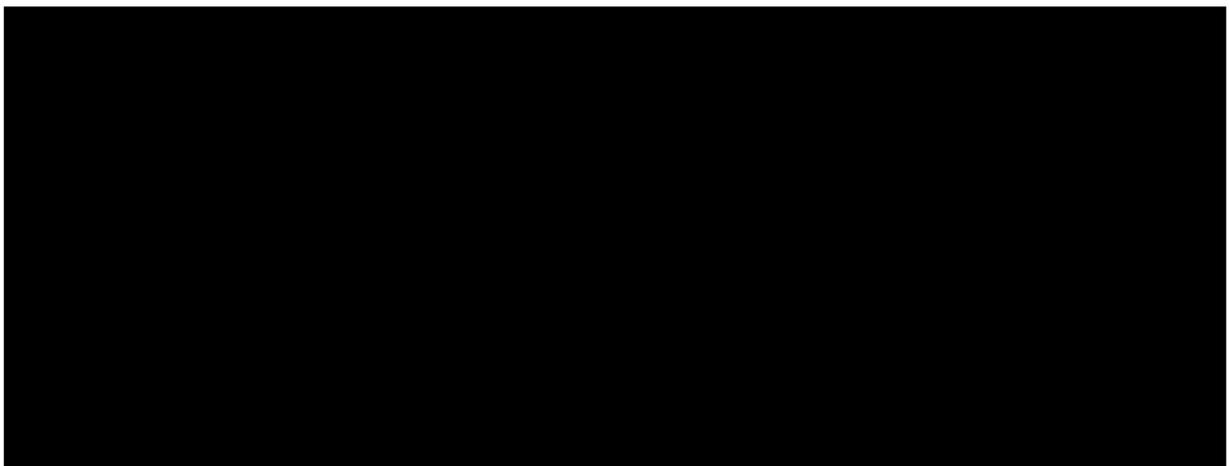
Further to your submission of a tender for the above procurement, I am writing to advise that the Procurement is now complete. On behalf of the Secretary of State for Transport, the Department proposes to **accept** your tender and therefore we would like to award the contract to you.

The contract for this procurement shall commence on **29 August 2023** and shall expire on **30 November 2023** with potential to extend this end date to **29 February 2024**. The total duration of this contract is for a maximum of 6 months.

The contract will be billed on a fixed-cost basis, capped to a maximum fee of £40,000.00 excluding VAT, over the duration of the contract. The rates for this contract are as per your formal commercial submission, Attachment 1.

We would like to thank you for your patience during this procurement exercise. Your scores in the commercial and technical evaluation are set out below:

**Summary of scores:**



Feedback on your technical response also accompanies this letter (**Attachment 1**).

This procurement activity was conducted via an open competitive procurement (below Find a Tender Threshold for services). This contract is let via the Department for Transport below threshold terms and conditions.

- Your tender proposal
- The DfT Statement of Requirements
- The Schedule 1 Call-Off Order Form (signed by both parties).



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.**

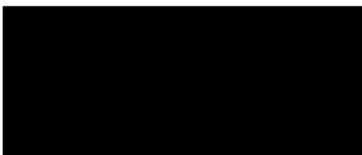
Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. Invoicing Instructions attached below for further details.



The Contract Manager for this contract is [REDACTED], Transport Appraisal and Strategic Modelling | [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk). [REDACTED] will be in touch to discuss agree/discuss contract go-live arrangements.

If you, the supplier, **Modal Shift Transport Planning Ltd**, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,



[REDACTED], Commercial Manager  
Signed for and on behalf of the Department for Transport

Signed for and on behalf Modal Shift Transport Planning Ltd,

I hereby confirm receipt of the above letter for:

Signed:

Date: 17 August 2023



Name:



Position: Director