



Department
for Transport

Group Procurement
2/29, Great Minster House
33 Horseferry Road
London SW1P 4DR

[REDACTED]

16 March 2017

[REDACTED]

University of Cambridge Institute for
Sustainability Leadership
1 Trumpington Street,
Cambridge CB2 1QA, UK

[REDACTED]

**Contract: PPRO 004\055\0106 - Services to be carried out by University of Cambridge
Institute for Sustainability Leadership for The Department for Transport**

1. I am writing on behalf of the Secretary of State for Transport to award your organisation the above contract. This letter (Award Letter) and the attached 'Agreement' sets out the terms of the contract between Department for Transport as the Customer and University of Cambridge as the Supplier for the provision of the Services.
2. It is noted that the Customer has agreed to accept the University's terms and conditions, with minor amendments, as opposed to its standard Conditions of Contract. However, this must be viewed as a one off exception to the Department's approved contracting policy.
3. The Customer amendments to the University's draft agreement received from you on 14 February 2017 are limited to Schedule C ("Fee") clause 4 (Additional Costs) and the first paragraph of Schedule D ("Programme Case Study").
4. In consideration of the provision by the Supplier of the Services the Customer shall pay to the Supplier the amount due in accordance with the 'Agreement'.
5. The further agrees to submit invoices for services to the following address and to ensure each invoice includes the relevant Purchase Order Number:
**Accounts Payable
DfT Shared Service Avarto,
5 Sandringham Park
Swansea Vale
Swansea SA7 0EA**
6. Please acknowledge receipt of this letter and return a copy of the attached agreement once it has been executed by the University of Cambridge.