



# Department for Transport

Mott MacDonald  
Via email

Commercial Relationship Management  
Lead  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
Horseferry Road  
London SW1P 4DR

Contract Agreement Number: **TLOT10058**

15 September 2020

Dear [REDACTED],

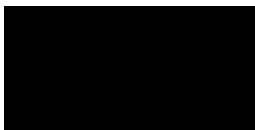
## **TLOT10058 – Local Travel Demand Management for Schools Restart Support:**

1. On 10 July 2020 Mott MacDonald were awarded a contract through the Management Consultancy Framework (MCF), reference PEL #095C to support the above programme. This work was costed at £48, 900.
2. On 3 August 2020 Mott MacDonald were awarded a further package of work to support the programme also through MCF which had the reference PEL #0952. This work was costed at £72, 000.
3. On 26<sup>th</sup> August DfT attempted to award a final package of work which had the reference PEL #095C – CR22. However, because of time and other pressures this attempt failed as it missed the deadline of 31 August for awarding work through MCF on an accelerated basis. This piece of work was costed at £29, 800.
4. The specifications for each piece of work and your proposal outlined in 1 – 3 above are detailed in those PEL references.
5. The MCF accelerated process had operated a system of suppliers invoicing Cabinet Office directly who then recharged the department requesting the work in relation to Brexit related work. This did not apply to Covid19 related work where the supplier should invoice the department directly. Unfortunately because of some confusion at our end this resulted in Mott MacDonald being unable to properly invoice for the work done.
6. This letter brings those three strands of work together under one contract reference, TLOT10058. This will enable the contract to be set up on DfT's internal systems and a Purchase Order to be generated. This Purchase Order will enable Mott MacDonald to invoice the DfT and be paid.
7. The contract brings together the work detailed in sections 1 & 2 awarded under MCF terms and conditions but not yet invoiced. The third strand, section 3, is a direct award through single tender action by DfT to Mott

MacDonald, under DfT's general contract terms and conditions (<https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>).

8. There are no significant differences between the MCF terms and conditions and DfT's, however as the piece of work in section 3 is being awarded through single tender action it needs to be on DfT T&Cs and cannot be awarded through MCF, while the work detailed in sections 1 & 2 were. Although a little convoluted this reduces the administration for both Mott and DfT and enables Mott to be paid under one PO. Otherwise we would need to split the work packages resulting in further delays in payment.
9. The Contract effectively started on 10<sup>th</sup> July 2020 and will finish by 31 October 2021.
10. The **Overall Price** for the Contract is **£150,700**, exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
11. I trust this clarifies the issue and please accept my apologies for the delay in payment for the work already undertaken.

Yours sincerely,



Commercial Relationship Management Lead