




# Department for Transport




Sheffield Hallam University  
Howard Street  
Sheffield S1 1WB

via email: 

X 

Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

Email : 

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

Ref: TLOT2003

6<sup>th</sup> June 2022

## **TLOT2003: Active Travel Portfolio Research and Evaluation**

This letter confirms that the standstill period for this contract award has now ended and there were no legal proceedings brought against the decision of the proposed award of this contract.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) The publication of our Invitation to Tender, forming the request for proposal which closed on 26<sup>th</sup> April 2022.
  - (ii) Research & Insights RM6126 terms and conditions as set out in the Invitation to Tender
  - (iii) Your proposal and documents submitted in response to our Invitation to Tender which closed 26<sup>th</sup> April 2022.
  - (iv) Joint schedules:
    - (a) DPS Joint Schedule 11 (Processing Data)
    - (b) DPS Joint Schedule 6 (Key Subcontractors)
2. The contract will commence on ,13<sup>th</sup> June 2022 ending on 12<sup>th</sup> June 2027.
3. The maximum contract value is **£1,182,872.50** ex VAT. The firm price for the core requirement is **£482 872.50** ex VAT, with the call off element of up to **£700,000** ex VAT. This amount is not to be exceeded without the Department's prior permission in writing. Work past the core requirement is not guaranteed. Additional work through the call-off requirement is subject to the delivery of the core work, and proposals being discussed with, and approved by DfT.
4. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

Accounts Payable,  
DfT Shared Service Centre,  
5 Sandringham Park,

Swansea Vale, Swansea, SA7 0EA.

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

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

5. Please confirm your acceptance of the contents and return to [REDACTED]
6. You may contact the contract Manager, [REDACTED] to discuss any matters relating to the contract.

Yours sincerely

[REDACTED]

Commercial Relationship Advisor

**by authority of the Secretary of State for Transport**

For and on behalf of the Supplier:

Name and Title: [REDACTED]

Signature: [REDACTED]

Date: 10/06/2022

For and on behalf of the Customer:

Name and Title: [REDACTED], Commercial Relationship Advisor

Signature: [REDACTED]

Date: 06/06/2022