



Department  
for Transport

[REDACTED]  
Client Service Manager  
Cranfield Management Development Ltd  
College Road  
Cranfield  
MK43 0AL

[REDACTED]  
Department for Transport  
Group Commercial Services  
Lead Procurement Business Partner  
2/29 Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

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

21 November 2016

**Re: Cranfield Digital Leadership Programme PPRO/04/99/12**

[REDACTED]  
On behalf of the Secretary of State for Transport, I am writing in response to your quotation for provision of the Cranfield Digital Leadership Programme which was provided via email [REDACTED] on 10 August 2016 sent to [REDACTED] Deputy Director of Information, Security and Technology at the Department for Transport (DfT).

Your quote and the documents listed below form a binding contract between you and this Department.

- Cranfield Management Development Ltd Terms and Conditions (accessed via [REDACTED])

The total value of the Programme fees is £8124 (excluding VAT). This amount shall not be exceeded without the written authority of the undersigned of this letter. [REDACTED] is expected to enrol onto the course for Spring 2017. He will remain your contact for the duration of the contract.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**Accounts Payable,  
DfT Shared Services arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea SA7 0EA**

Please sign and return a duplicate of this Letter.

Yours sincerely

[REDACTED]  
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the contract for the provision of the Cranfield Digital Leadership Programme.



Date: 21/11/2016

Status: DIRECTOR & CO SECRETARY