



Department for Transport

Steer

28 – 32 Upper Ground

London

SE1 9PD

Via email

STAR Two Commercial Relationship
Manager
Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR

Mobile:

E-mail:

Website: www.gov.uk/dft

28 October 2020

Dear

Procurement Reference TTWO0096 Manchester Recovery Task Force (MRTF) December 2021 Timetable: Economic Analysis Phase 2

The Authority has reviewed your proposal dated 22 October 2020 in respect of the above Work Package Request Form issued on the 16 October 2020 for the above work package.

The proposal has been carefully evaluated and I am pleased to inform you that, on this occasion the proposal has been successful. The Department's Project Sponsor has provided some high-level scoring against the assessment criteria, as set out below: -

| Assessment Criteria | Score Achieved |
|---|-------------------|
| Resource: Outlining approach to resourcing and achieving deliverables of the project. | ■ |
| Method and Approach: to carrying out key elements of the requirement. | ■ |
| Quality Assurance: How will the Bidder ensure a resilient quality assurance process is following at key stages of the outputs and deliverables. | ■ |
| Knowledge and Expertise: of proposed team of resources. | ■ |

THIS AGREEMENT is made on the 28 October 2020

BETWEEN:

- (1) **Department for Transport**; and
- (2) **Steer, 28-32 Upper Ground, London, SE1 9PD** ("the **Supplier**").

WHEREAS:

- (A) The Consultant has been appointed to the Specialist Technical Advice for Rail and other Transport Modes (STAR *Two*) Framework and has entered into a framework agreement in relation to its appointment (the "Framework Agreement").
- (B) The Employer wishes to appoint the Consultant to provide certain services outlined in the Department's Work Package Request issued on **16 October 2020**. The contract is awarded for the services will be priced on a fixed price basis (in accordance with the STAR Framework rules). The Authority has budgeted a total amount due under this work package which shall not exceed **£80,460.00 + VAT** in line with your proposal dated **22 October 2020**. The contract is awarded for an 8-month term which starts from **02 November 2020** and will conclude on **1 July 2021**.
- (C) The Consultant has submitted a Proposal dated **22 October 2020** in response to the *Employer's* Work Package Request Form in accordance with terms of the Framework Agreement. The *Employer* has examined the Consultant's said tender and subject to the provisions of this contract is willing to engage the Consultant to carry out those services in accordance with this contract on a time charge basis.

NOW IT IS AGREED THAT:

- 1. In this Agreement, unless the context otherwise requires, words and expressions have the same meanings as set out in the NEC4 Professional Services Contract *Conditions of Contract*.
- 2. This contract shall mean this document and the following documents which are hereby incorporated into and shall comprise this contract:
 - (i) The NEC *Conditions of Contract* are the NEC4 Professional Services Contract dated June 2017;

- (ii) The Contract Data Part One (amended – see attachment) including, the Option Z clauses set out in the Contract Data Part One;
 - (iii) The Contract Data Part Two;
 - (iv) The terms of the Framework Agreement insofar as they relate to the provision of services;
 - (v) Your signed COI declarations dated **(TBC)**.
3. The *Supplier* shall provide the *scope* of services (as set out in the Contract Data Part 1) in accordance with this contract.
4. Given the sensitive nature and the Specialist Technical Advisory resource required for this project over this period, should the named resource not be available the Supplier will:
- notify DfT in writing immediately using the Change Control Form
 - provide suitably qualified and experienced resources, who will work to an equivalent standard
 - the Supplier will cover all costs of hand-over to the new resources including:
 - o making them available for hand-over meetings with the named resources
 - o only charging DfT for the new resources once they are fully up to speed and productive
5. The *Supplier* reaffirms that, under Section 14 of the Framework Agreement, the *Supplier* acknowledges and agrees that it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services and that (except as provided below) it shall not act for any person, organisation or company where there is or is reasonably likely to be a conflict of interest with the Services.
6. In consideration of the provision by the Supplier of the Services the *Employer* shall pay to the *Supplier* the amount due in accordance with this contract.
7. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Prior to issuing an invoice to the below address, a Schedule 10 application for payment must be sent to and approved by the Contract Manager. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

8. This contract supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature whatsoever in relation to this contract. No variation to this contract, after the date hereof, will be made except with the written consent of the Parties provided that this is without prejudice to the *Employer's* rights to issue instructions in accordance with this contract.

9. Please acknowledge receipt and acceptance of this letter by signing and returning a copy to me and the contract manager [Redacted] [Redacted] [Redacted]
[Redacted]

IN WITNESS WHEREOF the Parties have entered into the Agreement on the date written above.

Signed by:

[Redacted Signature]

Name: [Redacted]

Position: **STARTwo Commercial Relationship Manager;**

On behalf of the Secretary of Transport (*Employer*)

and

Signed by: [Redacted]

Name: [Redacted]

Position: Joint Head of UK Advisory

On behalf *Steer (Supplier)*