



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Web site: www.dft.gov.uk

Monday, 19 June 2023

Be Applied Ltd
71-75 Shelton Street,
Covent Garden,
London
WC2H 9JQ

FAO: [REDACTED]
Email: [REDACTED]@beapplied.com
SENT ELECTRONICALLY

Dear [REDACTED],

Procurement Title: **TRHR3268**
Procurement Reference: **Bias Identification Writing Software for Inclusive Recruitment**

Further to your submission of a tender for the above procurement, I am writing to advise that the Procurement is now complete. On behalf of the Secretary of State for Transport, the Department proposes to **accept** your tender dated 16/05/2023 and therefore we would like to award the contract to you.

The contract for this procurement shall commence upon the return of signed copies of this letter and the enclosed contract order form. The total duration of this contract is 1 year and the costs for user licenses and onboarding will be as set out in your completed Pricing Schedule, enclosed below. As specified, this contract contains provision for the DfT to upgrade the number of users over the term of the subscription, subject to the DfT's needs and internal budget.

We would like to thank you for your patience during this procurement exercise. Your scores in the commercial and technical evaluation are set out below:

Summary of scores:

Question	Score
Technical (maximum score: 90)	[REDACTED]
Commercial (maximum score: 10)	
TOTAL Score	

Technical Score (60% weighting):

Question	Score
Q. 1 (20% weighting)	[REDACTED]
Q. 2 (20% weighting)	
Q. 3 (20% weighting)	
Q. 4 (5% weighting)	
Q. 5 (10% weighting)	
Q. 6 (10% weighting)	
Q. 7 (5% weighting)	
Q. 8 (10% weighting)	
Technical Score (maximum score: 60)	

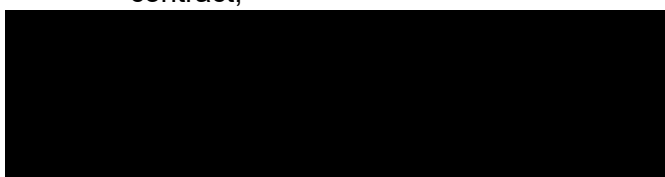
Commercial Score (40% weighting):

Question	Score
Commercial Score	
Commercial Score (maximum score: 40)	

Feedback on your technical response also accompanies this letter.

This procurement activity was conducted via open competition. This letter and the documents listed below form a binding contract between you and this Department.

- Your tender proposal, submitted on 16/05/2023
- The DfT Statement of Requirements (Schedule 2);
- A signed copy of the Contract Order form, incorporating the DfT short-form conditions of contract;



You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: SSa.invoice@dftssc.gsi.gov.uk

Or post:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. Invoicing Instructions attached below for further details.

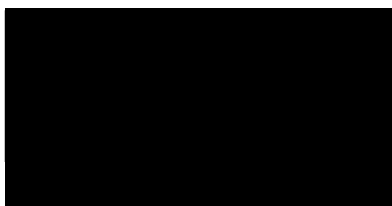


Invoicing
Instructions.doc

The Contract Manager for this contract is [REDACTED] – email: [REDACTED][@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).
[REDACTED] will be in touch to discuss agree/discuss contract go-live arrangements.

If you, the supplier, **Be Applied Ltd**, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:



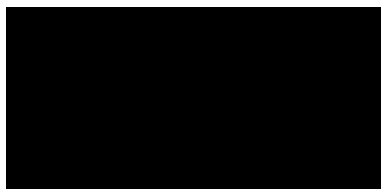
Name:



Position: Head of Sales

Date: 05/06/2023

Yours sincerely,



, Commercial Manager

Signed for and on behalf of the Department for Transport