



Department  
for Transport

CollabNet Inc  
St Martins House  
16 St Martins Le Grand  
London  
EC1A 4EN

**Group Commercial Directorate**

Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 2AA

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

Our ref: TIT0088

Date: 16 March 2020

Dear Supplier,

**Contract Title: Agile Portfolio Project Management Tool**

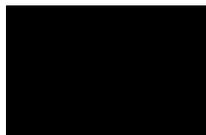
**Contract Number: TIT0088**

On behalf of the Secretary of State for Transport, I accept your Proposal dated 11 March 2020 for an Agile Portfolio Project Management Tool for Department for Transport. This letter and your proposal constitutes a binding contract between yourselves and the Department for Transport and will be subject to the Terms and Conditions within your Proposal. The document's listed below form a binding contract between you and the Department for Transport.

1. The Terms and Conditions of your Proposal
2. This award letter
3. Your Proposal dated 11 March 2020

The contract will commence on 23 March 2020 and will be for a period of 12 Months ending on 22 March 2021 with no option for the Department for Transport to extend. The total value of the contract will be \$23,200 (GBP Exchange rate to be determined on day of Purchase Order processing)

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



Please contact [REDACTED] by telephone on [REDACTED] or via email at [REDACTED] to discuss arrangements for commencement of the contract.



Department  
for Transport

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and returning to me an electronic scanned copy via email, I look forward to hearing from you.

Yours sincerely

*Sent via email unsigned*

**[REDACTED]**  
**Procurement Business Partner**  
**Department for Transport**

**[REDACTED]**  
**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of  
CollabNet Inc by:-

Signature

Name

Capacity

Date