|  |  |
| --- | --- |
| Commercial Directorate | |
| XXXXXX redacted under FOIA section 40 | |
| Phone: |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6290/DVLA |
| Our ref: | PS/22/198 |
| Date: | 19th January 2023 |

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

Dear Sir/Madam,

**CONTRACT REFERENCE NUMBER: PS/22/198**

**CONTRACT TITLE: Provision of SCS1/NED’s Recruitment**

**FRAMEWORK REFERENCE NUMBER: RM6290**

### On behalf of the Secretary of State for Transport, I accept your tender response dated **11 January 2023** under the terms and conditions of the **RM6290 -** [**Executive & Non-Executive Recruitment Services**](https://www.crowncommercial.gov.uk/agreements/RM6290)**.**

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference: **RM6290**
2. The Department's specification
3. Your quote dated **11 January 2023**
4. Call-Off Form (Framework Schedule 6) – **To follow**
5. Completed Contract Schedules RM6290 – **To follow**

DVLA/DVSA have a set budget for the contract and the contract duration will either be following the exhaustion of this budget or 2 years following the start of the contract.

The Price of the Contract is **£95,250.00** exclusive of Value Added Tax dependent on the CCS RM6290 Framework rate card, and the expected roles to be filled.

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 follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures below.

XXXXXX redacted under FOIA section 43

**Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Following the receipt of this award letter, but not before 24th January 2023, please liaise as soon as possible with primary contact XXXXXX redacted under FOIA section 40 (DVLA HRED Director) at the following e-mail address:

XXXXXX redacted under FOIA section 40

Please complete the questionnaire at Annex A.

Please also complete bank details at Annex B, for DVLA to set you up as a nominated vendor.

Annex C provides Feedback for your Tender Response.

Annex D needs to be completed and returned.

All of the above including this Award letter needs to be signed and returned to the e-mail address below, with this Award letter being the priority.

Yours sincerely,

|  |
| --- |
| XXXXXX redacted under FOIA section 40 |
| Commercial Advisor |
| Commercial Directorate |
| XXXXXX redacted under FOIA section 40  **On behalf of the Secretary of State for Transport** |

Accepted for and on behalf of TMP Advisory Limited by:-

Signature: XXXXXX redacted under FOIA section 40

Name: XXXXXX redacted under FOIA section 4

Capacity: Partner

Date: 25/1/2023

**Annex A:**

**SUPPLY CHAIN QUESTIONNAIRE**

Title: Provision of SCS1 / NED’s Recruitment

Name of Supplier: TMP Advisory Limited

Contract start date: 20 January 2023 Contract end date: 19 January 2025

Total value (excl. VAT and optional extensions) **£95,250.00**

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Dear Supplier

You indicated in your tender that one or more Small or Medium suppliers (SME) would form part of your supply chain for delivering the above contract.

As indicated in the contract specification, we now require some further information about the SME(s) you will be using. This will be used to help us measure the success of activity we have undertaken to help make our contracts more accessible to SMEs and to respond to requests for information about our use of SMEs.

Please provide the following for **each** SME in your supply chain

|  |
| --- |
| Name of SME……………………….  Address……………………………..  ……………………………………….  ……………………………………….  ………………………………………..  Post code ………………  Value\* of the proportion of the contract they will be undertaking £………….. |

*Please replicate this box as many times as needed*

\*Please note: Monthly spend information for each SME will be calculated by equally apportioning this figure to each month of the contract. However if you are able to provide a specific spend profile this would be helpful.

Your contact details in case of any follow-up questions:

………………………………………

………………………………………

………………………………………

**Annex B:**

XXXXXX redacted under FOIA section 40

**Annex C:**

XXXXXX redacted under FOIA section 40

**Annex D:**

XXXXXX redacted under FOIA section 40