



# Department for Transport

[REDACTED]  
The Flook Campus,  
Wicker Lane,  
Sheffield,  
S3 8HQ

[REDACTED]  
Department for Transport  
Great Minster House  
33 Horseferry Road  
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SW1P 4DR  
Direct Line: [REDACTED]

Email: [REDACTED]@dft.gov.uk  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Our Ref: TET110012

16<sup>th</sup> December 2019

## **Contract Number TET110012 - Characterisation of driving behaviour by dynamics.**

- 1 I refer to your recent discussions with the [REDACTED] Head of Automated Vehicle Technologies Team, International Vehicle Standards, Department for Transport, with regards to the Characterisation of driving behaviour by dynamics contract.
- 2 On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
  - (ii) Your proposal dated 9<sup>th</sup> December 2019 setting out requirements and pricing schedules.
3. The operative period of the Contract will commence from the 9<sup>th</sup> December 2019 to the 31<sup>st</sup> of March 2020.
4. The firm price for this Contract is as agreed as £50,000. This amount is not to be exceeded without the Department's prior permission in writing. I know that you will have had discussions with [REDACTED] to agree working practices.
5. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**Accounts Payable,  
DfT Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

6. Please acknowledge receipt of this letter. You may contact the Contract Manager, [REDACTED] either by e-mail on [REDACTED]@dft.gov.uk or by phone on [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours faithfully



Commercial Relationship Management Lead