



# Department for Transport

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xx  
Department for Transport  
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SW1P 4DR  
Direct Line: xx

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

Ref: TLOT10160

via email: [xx@roadsafetygb.org.uk](mailto:xx@roadsafetygb.org.uk)

15 November 2023

Dear xx,

## **TLOT10160: DfT contribution to RSGB data analyst's network**

Please find confirmation of the Department's contribution towards the RSGB network.

The contract covers the period 1 November 2023 to 31 March 2024. The Firm Price for the Contract is **£56, 000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team. The contract manager is xx, [xx@dft.gov.uk](mailto:xx@dft.gov.uk).

You will be issued with a written purchase order (PO), and should quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***ssa.invoice@sharedservicesarvato.co.uk***  
***Accounts Payable,***  
***Shared Services arvato,***  
***5 Sandringham Park,***  
***Swansea Vale,***  
***Swansea***  
***SA7 0EA***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please confirm acceptance of this contract directly to me.

Yours sincerely

signature

xx, Commercial Relationship Management Lead  
**by authority of the Secretary of State for Transport**