

XXXX Redacted under FOIA section 40Target Group Limited
Imperial Way
Coedkernew
Newport
NP10 8UHwww.gov.uk/browse/driving
@dvlagovuk

Our ref:

PS/23/05

Date:

23.04.2024

CONTRACT REFERENCE NUMBER: PS/23/05**CONTRACT TITLE: PROVISION OF A DIRECT DEBIT SOLUTION**Dear **XXXX Redacted under FOIA section 40**,

I refer to my letter dated 12th April 2024. I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated 25th January 2024 for the above contract. The attached contract details "Contract Award Form", contract conditions, Appendices and Schedules set out the terms of the contract between Driver and Vehicle Licensing Agency (DVLA) and Target Group Limited for the provision of the deliverables set out in the Contract Award Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures, as referenced in the Contract Award Form.

Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.

Supplier staff, who require access to DVLA site and/or systems under this contract, will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with data protection legislation that an individual's refusal to undergo an essential check could lead to a refusal of access to site and/or systems.

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.

Please contact the Contract Owner **XXXX Redacted under FOIA section 40** via email address: **XXXX Redacted under FOIA section 40**, to discuss arrangements for commencement of the contract, completion of BPSS security clearance procedures and completion of the offshoring approval process.

Please confirm your acceptance of the Conditions by signing and returning the "Contract Award Form", along with any requested Schedules/Annexes, within 7 days from the date of this Award Letter. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The "Contract Award Form" will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXX Redacted under FOIA section 40

Commercial Category Specialist

Commercial Directorate

XXXX Redacted under FOIA section 40

By authority of the Secretary of State for Transport