



Driver & Vehicle
Standards
Agency

XXXX Redacted Under FOIA Section 40
Commercial Category Officer
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

Procurementbranch@dvs.gov.uk

Contract Agreement Number: K280021499

Andrea Adams Consultancy Limited

XXXX Redacted Under FOIA Section 40
Enterprise House
7 Coventry Road
Birmingham
B46 3BB

Dear XXXX Redacted Under FOIA Section 40

Variation to contract K280021499 for Building Respect and the Confidential Manager Training.

1. This letter and the documents listed below continue to form a binding contract between you and this Department.

- (i) Specification
- (ii) General Conditions of Contract for Services
- (iii) Pricing Schedule AAC return 24 08 2021

2. The operative period of the Contract will be from **30.08.2021**, expiring on **28.02.2022**.

3. The **Approved Maximum Cost** for the extension is **£9,800**, exclusive of Value Added Tax. The **Approved Maximum Cost** for the Contract in total is **£19,600**, exclusive of Value Added Tax.

4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be provided to you shortly. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

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

Please acknowledge receipt of this letter **and** contact the Contract Manager
XXXX Redacted Under FOIA Section 40 to discuss arrangements for
commencement of the Contract.

Yours sincerely

XXXX Redacted Under FOIA Section 40

Commercial Category Officer
by authority of the Secretary of State for Transport