

██████████  
Chief Operating Officer  
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CR0 0XT

**Commercial Directorate**

DVLA  
Longview Road  
Morrison  
Swansea SA6 7JL  
Phone: ██████████  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)  
Our ref: PPRO 004/047/0185  
Date: 07 September 2017

Dear ██████████,

**PPRO 004/047/0185 – Agile Coaching Services**

On behalf of the Secretary of State for Transport, I accept your proposal as competed for via the Crown Commercial Service Framework RM1043 iv and subsequent proposal dated 17 August 2017 under the Department for Transport's Short Form Terms and Conditions (embedded below). This letter and the document's listed below form a binding contract between you and the Department for Transport:

1. Buyer Specification
2. Supplier Proposal
3. The Terms and Conditions of Framework RM1043 iv

The contract will commence on 19 September 2017 and expire on 18 March 2018.

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 be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



Please contact the Contract Owner ██████████ on telephone ██████████, or via email ██████████ to discuss arrangements for commencement of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely

*Sent via email unsigned*

  
**Procurement Business Partner**  
**Department for Transport**

  
**On behalf of the Secretary of State for Transport**