



Department  
for Transport

Group Procurement  
2/29, Great Minster House  
33 Horseferry Road  
London SW1P 4DR

Phone: [REDACTED]

Email: [REDACTED]

13 July 2017

[REDACTED]  
Campaign for Better Transport  
16 Waterside  
44-48 Wharf Road  
London N1 7UX

**Contract: PPRO 04\055\0143 Future of Franchising**

Dear [REDACTED]

1. I refer to the above contract awarded to **Campaign for Better Transport** and your various discussions with [REDACTED] with regards the Future of Franchising project.
2. Notably, this correspondence is being sent to you retrospectively. This is required in order to rectify an administrative error, ensure your organisation receives appropriate payment and to meet our obligation to be transparent in buying all goods and services.
3. On behalf of the Secretary of State for Transport we formally accept your proposal in accordance with the Department for Transport, Conditions of Contract (both attached).

**For the avoidance of doubt, the award of the contract has been approved based on the following:**

- a) *CBT Proposal*: Future of franchising – February 2017
- b) Department for Transport, Shortened Terms & Conditions
- c) The maximum cost for this contract is £26,720 exclusive of Value Added Tax.
- d) The contract term expires 30 September 2017.
4. The approved maximum cost for this contract must not be exceeded without the written authority from Department for Transport, Group Procurement.
5. In any future transactions with the Department please ensure you are in possession of a purchase order (PO), before commencing any work for the Department. However in this case, I confirm that we have received additional approvals to release a PO retrospectively.
6. Further, **Campaign for Better Transport** agrees to submit invoice(s) for services to the following address and to ensure each invoice includes the relevant Purchase Order Number:

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

7. Please acknowledge acceptance of this contract via email [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
Commercial Relationship Management Lead (Rail)