



XXXXXX [redacted under FOIA section 40]
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

procurementbranch@dvsa.gov.uk

Contract Agreement Number: K280021215

07 December 2020

The Scrum Master

XXXXXXXX [redacted under FOIA section 40]
18 Pinewood Close
St Albans
Herts
AL4 0DS

Dear XXXXXXXX [redacted under FOIA section 40]

Acceptance of Quotation for SCRUM Training

On behalf of the Secretary of State for Transport, I accept your tender dated 14 September 2020 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) DfT General Conditions of Contract for Services (below £5m)
- (ii) The document titled TheScrumMasterCoUk-Proposal-DVSA-2
- (iii) The following DVSA requirement:
This request is for 5 separate scrum.org training events for DVSA's Digital Services staff. The courses have a coverage of approximately 100 DVSA staff.
Courses include:
Professional Scrum Developer
Professional Scrum with User Experience
Professional Scrum Product Owner Advanced
Professional Scrum with Kanban

The Contract duration is from the date of this letter up to and including 31 March 2021.

The Approved Maximum Cost for the Contract is £63,275, exclusive of Value Added Tax.

A Purchase Order (PO) number will be issued to you directly as soon as possible. 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, XXXXXXXX [redacted under FOIA section 40] to discuss arrangements for commencement of the Contract.

Yours sincerely

XXXXXXX [redacted under FOIA section 40]

XXXXXXX [redacted under FOIA section 40]
by authority of the Secretary of State for Transport