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Commercial Directorate

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Swansea SA6 7JL
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www.gov.uk/browse/driving

[@dvlagovuk](https://twitter.com/dvlagovuk)

Your ref:

Our ref: PS/23/226

Date: 15th April 2024

CONTRACT REFERENCE NUMBER: PS/23/226

CONTRACT TITLE: Provision of Software Engineering supporting DVLA Services

FRAMEWORK REFERENCE NUMBER: RM1043.8

Dear XXXXX “redacted under FOIA section No 40 – Personal Information”

I refer to my letter dated 25th March 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 **6th March 2024** for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM1043.8.
2. The Department's Request for Proposal letter dated 31st January 2024.
3. The Department's specification.
4. Your proposal response, pricing schedule and attachments dated 6th March 2024.
5. Schedule 6 Call Off Order Form and associated Call-Off schedules outlined therein.

The period of the contract will be 24 months, commencing on **17th April 2024** and expiring on **16th April 2026**.

The rates for the Contract will be based on Time and Materials (inclusive of T&S and exclusive of Value Added Tax) up to an estimated contract value of up to £4 million.

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 below.



Invoicing
Procedures.docx

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.

Employment of staff 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 the data protection legislation that an individual's refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment.

Please contact the Contract Owner XXXXX "redacted under FOIA section No 40 – Personal Information" by email XXXXX "redacted under FOIA section No 40 – Personal Information", discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures.

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within **7** days from the date of this Award Form. 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 Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely,

XXXXX "redacted under FOIA section No 40 –
Personal Information"
Commercial Specialist
Commercial Directorate

XXXXX "redacted under FOIA section No 40 –
Personal Information"@dvla.gov.uk

On behalf of the Secretary of State for Transport