



Department  
for Transport

[REDACTED] Deputy Director  
Group Commercial Directorate  
Great Minster House  
Horseferry Road  
London SW1P 4DR

Mobile: [REDACTED]

Email: [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

[REDACTED] Client Partner  
Winckworth Sherwood LLP  
5 Montague Close,  
London SE1 9BB

13 March 2018

via email

[REDACTED] [@wslaw.co.uk](mailto:[REDACTED]@wslaw.co.uk)

[REDACTED] [eversheds-sutherland.com](http://eversheds-sutherland.com)

## CONTRACT AWARD

### **P40550152 Parliamentary Agents for HS2 Phase 2b (Crewe to Manchester and the West Midlands to Leeds)**

Dear [REDACTED]

On behalf of the Secretary of State for Transport, I wish to formally accept your proposal for the above contract. This letter and the attached documents form the contract between Winckworth Sherwood LLP and the Department (DfT).

- DfT General Conditions for Services, amended (Pages 3 to 86)
- Invitation to Tender - Joint proposal - Technical (Pages 87 to 154)
- Invitation to Tender - Joint proposal - Pricing (Pages 155 to 175)
- Invitation to Tender (Pages 176 to 206)

#### **For the avoidance of doubt, the proposed contract is based on the following:**

- a) The "contractor" is Winckworth Sherwood LLP and the subcontractor is Eversheds Sutherland LLP;
- b) The Initial Contract Period commences 19 March 2018 and expires 19 March 2021 (3 Years);
- c) DfT retains the right to extend the initial contract period for an additional twelve (12), twenty-four (24), or thirty-six (36) months, subject to satisfactory performance;
- d) The maximum cost of this contract, including all options to extend, is **£10 million** excluding VAT. This amount shall not be exceeded without Group Commercial Directorate's written authority;
- e) The contract operates on a "call-off" basis to provide the services in relation to the activities and deliverables set out in the ITT (paragraph 4.3);

- f) Rates, amounts and additional volume based discounts provided within the Pricing Schedule shall be fixed for the duration of the contract
- g) DfT reserves the right to terminate the contract at any time by giving 2 months' written notice in accordance with the Conditions of Contract (Clause H3).

The DfT Business Contract Manager for the duration of this contract is [REDACTED] (Policy Advisor, HS2 Phase 2b Hybrid Bill team), contactable via email [REDACTED]@dft.gsi.gov.uk, or by phone [REDACTED]

Winckworth Sherwood LLP further agrees to be in possession of a valid DfT Purchase Order (PO) before commencing any work under this contract. And that all invoices quote the correct PO number and are submitted to:

**Accounts Payable  
DfT Shared Service,  
5 Sandringham Park Swansea Vale  
Swansea SA7 0EA  
Or via email: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)**

Please acknowledge receipt of this letter and associated contract documents via email, thereby confirming your acceptance of the awarded contract.

Yours sincerely,

[REDACTED]

[REDACTED] Deputy Director  
**By authority of the Secretary of State for Transport**

CC:

[REDACTED] Deputy Client Partner, Eversheds Sutherland LLP  
[REDACTED] DfT Director, HS2 Phase 2  
[REDACTED] Policy Advisor, HS2 Phase 2b Hybrid Bill  
[REDACTED] Deputy Director, Rail Projects  
[REDACTED] Assistant Commercial Relationship Manager  
[REDACTED] Commercial Relationship Management Lead (Rail)