



# Department for Transport

OpenText UK Limited  
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Thames Valley Park  
Reading  
RG6 1PT

**Group Commercial Directorate**  
Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 4DP

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

Your ref:

Our ref: TRGA3325

Date: 11/12/2023

Email: [REDACTED]

Dear Supplier,

**Contract Number and Title:** TRHR3276 – Early adoption of Opentext xECM

**CCS Framework and Service ID:** RM1557.13 – G-Cloud 13

On behalf of the Secretary of State for Transport, I write to inform you that has OpenText UK Limited has been selected as the Department for Transport's (DfT) supplier 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 CCS Framework reference RM1557.13
2. The CCS Framework RM1557.13 Call Off Agreement.
3. The Suppliers Service Offering 8343 4536 0303 770

The contract will commence on 11<sup>th</sup> December 2023 and expire on 10<sup>th</sup> December 2024 with an optional extension period of 12 months. The value of the Contract is up to £300,000 with an initial commitment to spend £170,779.50 excluding VAT. (DfT are under no obligation to spend the full Contract Value).

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.



Invoicing  
Procedures.docx

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to [REDACTED] at your earliest convenience.

If you have any queries regarding the commencement of the service, please contact the contract owner, [REDACTED]

Yours sincerely



**Ollie Hughes**  
**Procurement Business Partner**  
**Department for Transport**

[REDACTED]  
**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of **OpenText UK Limited** by:-

Signature:

Name:

Capacity:

Date: 11/12/2023

