

Our ref: CCS RM3786 TO58

FAO [REDACTED]
WOMBLE BOND DICKINSON (UK) LLP
Via email

[REDACTED]
Procurement Officer
1st Floor
Woodlands
Manton Lane
Bedford MK41 7LW

Direct Line: [REDACTED]

Date: 21 December 2021

OFFICIAL – SENSITIVE

**Litigation Services for National Highways Smart Motorways Criminal
Investigation**

Dear [REDACTED],

On behalf of National Highways I am writing to advise you of this Direct Award to carry out the work, under the terms of the Crown Commercial Services RM3786 Legal Services framework.

The Contract type is a Package Order (option E - Cost Reimbursable), awarded under the CCS RM3786, Legal Services framework. The end date specified for this Task Order is 23 December 2023, unless the work is completed early.

The rates chargeable for this contract are the agreed rates for your company as detailed in the panel agreement, and enclosed as Annex B.

The commencement date will be 23 December 2021, as detailed in the panel agreement.

The Project Manager is [REDACTED], all instructions for work must be sent from her before they are accepted. [REDACTED] contact details are as follows:

Mobile : [REDACTED]

Email : [REDACTED]

I would ask that you arrange for the lead person on this contract to make contact with Natasha as soon as possible please in order to take this work forward.

You should note that we will not pay for any work unless it has been specifically authorised in writing by the Project Manager, within the terms of the Agreement.

Please find attached a copy of the Panel Agreement Schedule 4 – Order Form and Terms and Conditions completed to show the details relevant to this contract. In order for the contract to be formally agreed please arrange for the completion and return of



this document, via email to myself – at the email address detailed below - within 5 days of this letter.

A Scope of Works is attached as Annex A for your information. Following receipt of this award letter you will need to provide a formal quote for the work to be undertaken under the terms of this contract, along with a Programme of these Works as well as details of your Key People. These should be sent direct to the Project Manager.

National Highways Collaborative Performance Framework toolkit has now been tailored to suit individual types of task orders/contracts and is attached for use against this contract. A CPF will be required in accordance with the CPF guidance and FAQ documents. The CPF may be considered by the Company when allocating future work and other contractual mechanisms.

Invoices should be sent by email to:

invoices@highwaysengland.co.uk

quoting the Project Manager's name, Agreement number and release number, both obtainable from the Project Manager.

Please note you must not make any public announcements and all media enquiries should be directed to the National Highways Press Office.

I look forward to receiving the signed order form shortly.

Yours sincerely

[Redacted signature]

National Highways, Procurement Officer

Email: [Redacted email address]

Redacted under section 40 FOIA 2000 exemptions: personal information