



Our ref: itt\_3814  
Your ref:

Laura Mobley  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

<http://highwaysengland.co.uk/>

**Engine Partners Ltd**

Sent via Bravo

12 July 2018

**OFFICIAL – SENSITIVE**

**Regional Narratives 2018**

Dear Sir/Madam,

On behalf of Highways England Company Limited, I accept your tender dated 21 May 2018 for the above Contract.

This letter and the documents listed below (in no order of precedence) form a binding contract between Highways England Company Limited and yourselves:

- (i) Copy of your Price Schedule
- (ii) Copy of RM3774 Call-off Contract Terms and Conditions

The total value of this 'call off agreement' will not exceed £159,670.00 (ex VAT). You should not infer that orders made by Highways England will be placed up to this value, and therefore there is no guarantee that the total value of orders made will be placed to this value. Orders will therefore only be placed when Highways England identifies a need of the services as and when required. This 'call off agreement' will operate under the terms and conditions as defined within the document RM3774 Call-off Contract Terms and Conditions.

The operative period of the 'call off agreement' will be for up to 4 months that will commence from 11 July 2018.

The key personnel offered by the Contractor and accepted by Highways England to work on this contract are listed in the Annex to this letter.

Invoices should be forwarded direct to Highways England Company Limited, FS Payments, The Cube, 199 Wharfside Street, Birmingham, B1 1RN quoting the contract reference **Regional Narratives 2018** and the appropriate BPA and the cost centre numbers.

Upon receipt of this letter please contact [REDACTED] to discuss arrangements for commencement of the call off agreement and to agree a date for an inaugural meeting.

I would be grateful if you would confirm your receipt and understanding of this letter by signing and returning the attached acknowledgement slip to me, via Bravo.

Yours faithfully

**Lesley Edwards – MBA (SPM), MCIPS**  
**Head of Corporate Services- Commercial & Procurement Directorate**