



# Department for Transport

## Group Commercial Directorate

Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 4DP

### Capita Resourcing Ltd

65 Gresham Street  
London  
EC2V 7NQ

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

Your ref: TRHR3267

Our ref: TRHR3267

Date: 16/05/2023

Name: [REDACTED]

Email: [REDACTED]

**Contract Number and Title:** TRHR3267 - Pre-employment Checks (Social Media)

**CCS Framework and Service ID:** RM1557.13 **G-Cloud 13 / Service Lot ID:** 291073193631478

**On behalf of the Secretary of State for Transport, I write to inform you that Capita Resourcing Ltd 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 G Cloud 13 Call Off Agreement.
3. CCS Framework RM 1557:13 - Service Offerings which are stipulated in the Call Off Agreement.

I accept the below quote in relation to the CCS Framework RM1557.13 G-Cloud 13 Service Offering **291073193631478** subject to agreement of the Contract details.

Social Media – Premium - £49.00  
Social Media – Essential - £29.50

The new conflict of interest category, we will honour the pricing previously agreed:  
*"Quote for build of the new category/product"*

*Creation of new category = 2.5 hours*

*Creation of new product = 5 hours*

*7.5 Hours Charge - £45 per hour. £337.50 total charge for the creation.*

The contract will commence on 1<sup>st</sup> May 2023 and expire on 30<sup>th</sup> April 2024 with an option to extend for a period of 12 months. The value of the Contract is £80,000 with an initial spend of £69,337.50 (DfT are under no obligation to spend all the 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.



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, Tom Webb-Skinner (Head of Resourcing Delivery).

Email: [REDACTED]

Phone: [REDACTED]

Yours sincerely

*Sent via email unsigned*

[REDACTED]  
**Procurement Business Partner**  
**Department for Transport**

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

Accepted for and on behalf of **Capita Resourcing Ltd** by:-

Signature:

Name:

Capacity:

Date:

May-25-2023 | 11:44:46 BST