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Dear Sir/Madam,

**Letter of Appointment**

This letter of Appointment dated 18 May 2022, is issued in accordance with the provisions of the DPS Agreement (RM6126), for the provision of services for the CRSTS Impact and VFM Evaluation, between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

ORDER REFERENCE: **TLOT0034A**

THE BUYER: **Department for Transport**

BUYERS ADDRESS **Great Minister House, 33 Horseferry Lane,**

**London, SW1P 2AA**

THE SUPPLIER: **STANTEC UK LIMITED**

SUPPLIER ADDRESS: **Buckingham Court, London Road, High**

**Wycombe, Buckinghamshire, HP11 1JU**

REGISTRATION NUMBER: **01188070**

DUNS NUMBER**:      288819162**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **18/05/2022.**

It’s issued under the DPS Contract with the reference number **RM6126** for the provision of **City Regional Sustainable Transport Settlements (CRSTS) – Impact and VFM Evaluation.**

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form.
2. Joint Schedule 1(Definitions and Interpretation) **RM6126.**
3. The following Schedules in equal order of precedence:
* Joint Schedules for **RM6126**
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 6 (Key Subcontractors)
	+ Joint Schedule 7 (Financial Difficulties)
	+ Joint Schedule 8 (Guarantee)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules for **RM6126**
	+ Order Schedule 1 (Transparency Reports)
	+ Order Schedule 2 (Staff Transfer)
	+ Order Schedule 3 (Continuous Improvement)
	+ Order Schedule 8 (Business Continuity and Disaster Recovery)
	+ Order Schedule 9 (Security)
	+ Order Schedule 10 (Exit Management)
	+ Order Schedule 15 (Order Contract Management)
1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6126.**

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: 18.05.22

ORDER EXPIRY DATE: 17.05.27

ORDER INITIAL PERIOD: 5 years

DELIVERABLES:

As per the document below, CRSTS Attachment 3 - Statement of Requirements impact and vfm (2):



Alongside the tender submissions:

Redacted

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is125% in the 1st year of the contract.

ORDER CHARGES

In accordance with the Price schedule below:

Redacted

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract.

PAYMENT METHOD:

As per sections 18.1, 18.2, 18.3, 18.4 and 18.5 of the document below:



A plan which sets out exact payment dates will be agreed between the Buyer and Supplier at the mobilisation meeting.

BUYER’S INVOICE ADDRESS:

SSa.invoice@sharedservicesarvato.co.uk

or:

DfT Shared Services Arvato

Accounts Payable Team

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

BUYER’S AUTHORISED REPRESENTATIVE:

Name: Redacted

Role: Research and Evaluation Lead

Email: Redacted

Address: Great Minster House, 33 Horseferry Road, London, SW1P 4DR

SUPPLIER’S AUTHORISED REPRESENTATIVE

Redacted

SUPPLIER’S CONTRACT MANAGER

[Redacted

PROGRESS REPORT FREQUENCY

The method and regularity for providing updates and progress meetings will be agreed following the start of the commission. Fortnightly progress updates with the Project Manager will be required as a minimum.

PROGRESS MEETING FREQUENCY

The method and regularity for providing updates and progress meetings will be agreed following the start of the commission. Quarterly and annual review meetings will be required as a minimum.

KEY STAFF

Redacted

KEY SUBCONTRACTOR(S)

Name: VLC Europe Ltd

Registered Address: 49 Greek St, London, W1D 4EG, United Kingdom

Contact details: Redacted

Goods/services:

o Transport planning

o Modelling and analytics

o Policy and economics

o Independent peer review (Tom van Vuren)

o Business case regional lead (Claire Stephen)

Name: Phil Jones Associates Limited

Registered Address: Seven House 18 High Street, Longbridge, Birmingham, West Midlands, England, B31 2UQ

Contact details: Redacted

Goods/services: Supporting development of the national evaluation framework and associated indicators, Business Case evaluation, peer review and independent scrutiny and challenge.

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Redacted

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| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | Redacted | Signature: | Redacted |
| Name: | Redacted | Name: | Redacted |
| Role: | Redacted | Role: | Redacted |
| Date: | Redacted | Date: | Redacted |