



Department  
for Transport

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

[REDACTED]  
[REDACTED]  
33 King Street, St James  
SW1Y 6RJ  
Attn: Tim Salmon  
[REDACTED]

\*SENT ELECTRONICALLY\*

17/11/2020

Dear [REDACTED],

**Award of contract for an SCS Finance Recruitment Executive Search Provider**

Procurement ref: **TRHR3086**

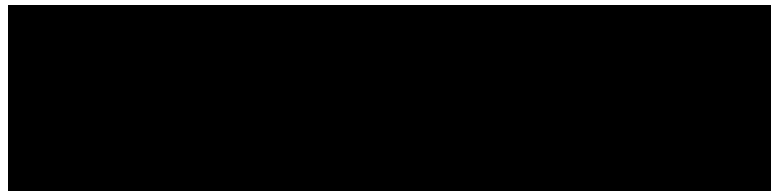
Further to your submission of a Tender for the above project, I am writing to inform you that the Procurement exercise for the aforementioned requirement is now complete. The Department would like to thank you for your patience.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

The contract shall commence on the **23/11/2020** and the Expiry Date will **23/02/2021** unless extended by the department.

This procurement activity was conducted via a competitive, open procurement (non-OJEU). This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents made available to you via the Departments e-tendering portal (Jaggaer)
- Your proposal/quotation (attached)
- DfT Short-Form Terms and Conditions (attached)



The Contract Lead, [REDACTED] and [REDACTED] will contact you to organise/discuss start-up arrangements under this contract.

As per your proposal the fix cost of this contract is **£11,000** (excluding VAT) and this must not be exceeded unless pre-agreed by the department. As agreed, payment will be made incrementally, subject to achieving the following milestones:

1. Phase 1 = successful campaign launch (30% of overall fee)
2. Phase 2 = successful candidate shortlisting and prequalifying for DfT interviews (30% of overall fee)
3. Phase 3 = successful candidate offer and acceptance of the said role (final payment of 40% of the contract value)

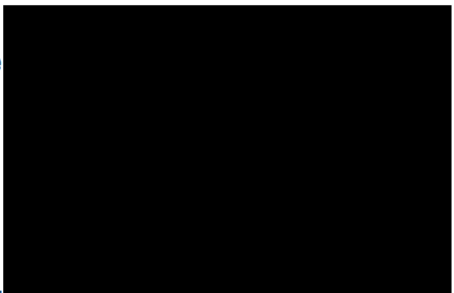
You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)


**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

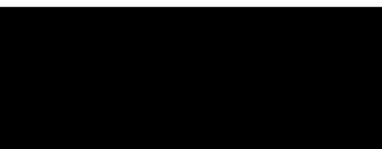
Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

If you are content to enter into a binding contract, please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signe	
Nam	
Positi	
Date:.....	

Yours sincerely,

, DfT Commercial Manager



Signed for and on behalf of the Department for Transport