



Valerie Bonnin
Incendium Consulting Limited
First Floor, Blue Fin Building
Southwark Street
London
SA1 0TA

[@dvlagovuk](http://www.gov.uk/browse/driving)

Your ref: DVLA/115
Our ref: PS/21/115
Date: 24/01/2022

Dear Valerie Bonnin,

CONTRACT REFERENCE NUMBER: PS/21/115
CONTRACT TITLE: PFI Exit and Expiry Advisor
FRAMEWORK REFERENCE NUMBER: RM6187

I refer to my letter dated **13/01/2022** I am writing to confirm that the standstill period has now ended.

On behalf of the Secretary of State for Transport, I accept your quotation dated 8th December 2021 under the terms and conditions of the Crown Commercial Framework RM6187, PS/21/115. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM6187 with defined schedules detailed in the Call off order form.
2. The Department's Request for Proposal letter dated **11/11/2021**
3. The Department's specification
4. Your quote dated **8/12/2022**

The period of the contract will be 36 months, commencing on **31/01/2022** and expiring on **30/01/2025**, with an option to extend for a further period of 12 months.

The Rates for the Contract detailed within Call Off Schedule 5, which are exclusive of Value Added Tax.

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 follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures below.



Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.

- A. Employment of staff under this contract will be subject to the completion and acceptance by the Department of the evidence produced through the Baseline Personnel Security Standard (BPSS), or other higher HMG security level check. It is consistent with the data protection legislation that an individual's refusal to undergo an essential check where there are no alternatives could lead to a refusal of employment. **(Guidance - to be used when supplier staff have access to DVLA site or data)**
- B. All proposed offshoring activity of Official level data outside the UK, under this contract, will be subject to prior approval by the Department/Government, as appropriate.

Please contact the Contract Owner **David Marshalsay** on email address **David.Marshalsay@dvla.gov.uk** on telephone number, to discuss arrangements for commencement of the contract and completion of BPSS security clearance procedures and completion of the offshoring approval process

Please acknowledge your receipt of this letter.

Yours sincerely,

Marc Hobbs

FM Futures Senior Commercial Specialist

Commercial Directorate

Marc.Hobbs@dvla.gov.uk

On behalf of the Secretary of State for Transport