



Department
for Transport

Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Phone: 07479 021428

Email: groupcommercial@dtg.gov.uk

Web Site: www.dft.gov.uk

Mr. [REDACTED]
Lead Client Partner
Winckworth Sherwood LLP
Minerva House
5 Montague Close
London SE1 9BB

8 February 2018

Contract Award: PPRO 04/055/0130 Parliamentary Agents for HS2 Phase One

Dear [REDACTED]

On behalf of the Secretary of State for Transport, we wish to formally accept your proposal for the above contract. This letter and the following attached documents form the proposed contract between Winckworth Sherwood LLP and the Department (DfT).

- DfT General Conditions for Services dated 11 October 2017;
- Joint ITT proposal from Winckworth Sherwood LLP and Eversheds Sutherland LLP dated 5 January 2018 i.e. Quality Response and Fee Proposal.
- Invitation to Tender (ITT) dated 29 November 2017;

For the avoidance of doubt, the proposed contract is based on the following:

- a) The "contractor" is Winckworth Sherwood LLP,
- b) The contract period commences 1 April 2018 and expires 31 March 2021 (3 Years),
- c) The maximum cost of this contract is £850,000 excluding VAT. This amount must not be exceeded without Group Commercial Directorate's written authority,
- d) Rates provided in the joint Fee Proposal shall, unless otherwise agreed in writing, be unchanged for a period of at least 2 years from the commencement date.
- e) The contract operates on a "call-off" basis to provide the services in relation to the activities and deliverables set out in the ITT (paragraph 4.3),
- f) DfT retains option to extend the contract term for an additional twelve (12) to twenty four (24) months subject to satisfactory performance,
- g) DfT reserves the right to terminate the contract in any year on the provision of three (3) months' written notice.

The DfT Business Contract Manager for the duration of this contract is [REDACTED]
(Act Powers and Planning Lead, HS2 Phase One Sponsor Team) Phone: 07769 876933
or Email: henry.mather@dtg.gov.uk

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In accordance with the attached, Winckworth Sherwood LLP further agrees to be in possession of a valid DfT Purchase Order (PO) before commencing any work under this contract. And that all invoices quote the correct PO number and are submitted to:

**Accounts Payable
DfT Shared Service,
5 Sandringham Park Swansea Vale
Swansea SA7 0EA**

Or via email: ssa.invoice@sharedservicesarvato.co.uk

Please acknowledge receipt of this letter and associated contract documents via email, thereby confirming your acceptance of the awarded contract.

Yours sincerely,



Commercial Relationship Management Lead (Rail)

CC:

Merida Mathew, Act Down and Planning Lead

