



DVLA
Longview Road
Morriston
Swansea SA6 7JL
Phone:

XXXXXX
Redacted under
FOIA section 40

TDX Group
XXXX Redacted under FOIA section 40

www.gov.uk/browse/driving
[@dvlagovuk](https://twitter.com/dvlagovuk)

Dear Sir / Madam

Our ref: PS/22/12
Date: 2nd November 2022

CONTRACT REFERENCE NUMBER: PS/22/12
CONTRACT TITLE: Provision of Debt Collection Services
FRAMEWORK REFERENCE NUMBER: RM6226 Debt Resolution Services

I refer to my letter dated 14th October 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 Tender submission under the terms and conditions of the Debt Resolution Services Framework (RM6226). 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 RM6226
2. The Department's specification
3. Your quote provided for DVLA's services as part of your Framework submission under Debt Resolution Services Framework (RM6226)
4. All schedules and requirements as set out within PS.22.12 – Framework Schedule 6 Order Form Template and Call Off Schedules v0.2

The period of the contract will be 3 years, commencing on 1st April 2023 and expiring on 31st March 2026, with an option to extend for a further period of two 12 month periods.

The Rates for the Contract as part of your Framework submission are included within PS.22.12 Call Off Schedule 5 – Pricing Details, 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.

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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.
- 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 XXXXX Redacted under FOIA section 40 on telephone number XXXXX Redacted under FOIA section 40, to discuss arrangements for commencement of the contract.

Please complete the questionnaire at Annex A and return to the email address below

Please acknowledge your receipt of this letter.

Yours sincerely,

XXXXXX Redacted under FOIA section 40

Commercial Category Lead

Commercial Directorate

XXXXXX Redacted under FOIA section 40

On behalf of the Secretary of State for Transport

Annex A:**SUPPLY CHAIN QUESTIONNAIRE**

Title PS/22/12 – Provision of Debt Collection Services

Name of Supplier – TDX Group

Contract start date – 1st April 2023 Contract end date – 31st March 2026

Total value (excl. VAT and optional extensions) £14,000,000 combined commission based upon estimated liquidation for DCA panel & Managed Service Provider

Dear Supplier

You indicated in your tender that one or more Small or Medium suppliers (SME) would form part of your supply chain for delivering the above contract.

As indicated in the contract specification, we now require some further information about the SME(s) you will be using. This will be used to help us measure the success of activity we have undertaken to help make our contracts more accessible to SMEs and to respond to requests for information about our use of SMEs.

Please provide the following for **each** SME in your supply chain

Name of SME.....

Address.....

.....

.....

.....

Post code

Value* of the proportion of the contract they will be undertaking £.....

Please replicate this box as many times as needed

*Please note: Monthly spend information for each SME will be calculated by equally apportioning this figure to each month of the contract. However if you are able to provide a specific spend profile this would be helpful.

Your contact details in case of any follow-up questions:

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