



Department
for Transport

Group Commercial Directorate
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30 April 2018

Contract Reference: P040550174i – CR2 Affordability Review 2018

Dear Morag,

On behalf of the Secretary of State for Transport, I wish to thank you for agreeing to provide your expertise in the above Review. This letter and the following attached documents form the contract between you ('the contractor') and Department for Transport ('the authority'):

- DfT Conditions of Contract for Services (*Pages 3 to 94*)
- Supplementary Conditions Intermediaries Legislation 2017 (*Pages 82 to 94*)
- Specification - Project Initiation Document (*Pages 83 to 94*)
- Person Specifications (*Pages 92 to 94*)

As you are aware, under the IR35 regulations DfT is responsible for ensuring every directly recruited contractor is treated as an employee for Tax, National Insurance Contributions (NIC) and Employment Allowance. Consequently, you have further agreed to ensure all payments made to you shall be directly transferred by DfT into an appropriate umbrella company.

For the avoidance of doubt, the contract includes the following elements:

- a) Your role in the review is **Panel Member**.
- b) In consideration of the Services provided, the authority shall pay a maximum of **£1,500.00** per day excluding Value Added Tax (VAT).
- c) The maximum cost of this contract is **£25,500.00** excluding VAT. This amount must not be exceeded without written authority.
- d) All contractor claims (invoices) will be settled on a **monthly** basis.
- e) Your nominated umbrella company is **Walker Smith Contracting**.
- f) Unless agreed by the parties this contract expires **31 December 2018**.

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The DfT Contract Manager for this program [REDACTED] will contract you shortly to organise completion the required documents. [REDACTED] is contactable directly on [REDACTED] or via email: [REDACTED]@[df.gov.uk](mailto:[REDACTED]@df.gov.uk)

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

Yours sincerely

[REDACTED]

[REDACTED], Commercial Relationship Management Lead (Rail)
By authority of the Secretary of State for Transport

cc: [REDACTED] *Crossrail 2, High Speed Rail Group*