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The University of Leeds;
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LS2 9JT

Whole Life Consultants Limited.
14 City Quay
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DD1 3JA

Accelar Limited.
Acorns
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GU51 4DW



**Department
for Transport**

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Web site: www.dft.gov.uk

**Monday, 04 December
2023**

SENT ELECTRONICALLY

Procurement Title: Unlocking MMC Policy Programme, Workstream 3
Procurement Reference: TPPD3003

Dear Whole Life Consultants and members of the Analytical Consortium,

On behalf of the Secretary of State for Transport, the Department proposes to enter into an agreement with the members of the **Analytical Consortium** (namely: Whole Life Consultants Limited; Social Profit Calculator Limited; the University of Leeds; and Accelar Limited). This agreement shall govern a transformation programme undertaken by these parties entitled the **Government Construction Metrics (GCM) Programme**, which aims to develop DfT ALB Business as Usual shared policies, protocols and processes around Government Construction Metrics.

This transformation programme will commence on **18/12/2023** and will terminate by **28/07/2024**. As previously agreed, the fixed cost for this project will be **£103,735.00**, excluding VAT – to be disbursed according to the payment schedule below.

Budget Range Quoted		
Phase	Rating	Payment schedule
Phase 1a [MIN]	GCM BAU Implementation report	
Phase 1b [MAX]	Policy Review: Data Quality Review	
Phase 2a[MAX]	Technology Review	
Phase 3 [MIN]	Testing GCM Insights	
Phase 4 [MAX]	GCM Decision Making Case Studies	
Phase 5 [MAX]	Create shared Policies, Protocols, Processes and Systems Implement the shared Policies, Protocols, Processes and Systems, so that they are BAU	
Phase 2b [MIN]	Quality Assure the GCM Pilot Data Prepare GCM Pilot 2 Report	
Actual Programme Budget		£103,735

For the purposes of project management, **Whole Life Consultants Limited** will act as the lead partner for the Analytical Consortium and will be responsible for invoicing on behalf of the other parties and distributing payment. Before commencing work on each phase of the project, the lead partner shall produce a detailed forecast of its costs and collate equivalent forecasts from the other parties. These shall be submitted to the Department for approval. Any expenses included in the forecast must comply with the Department for Transport's travel and subsistence policy, which is annexed to this letter.

If you, the parties to the Analytical Consortium, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter and the associated contract order form. This letter and the documents listed below form a binding contract between you and this Department.

- The DfT's Statement of Requirements for Workstream 3 (Schedule 2)
- GCM Analytical Consortium Collaboration Agreement (when signed by all parties)
- DfT's short-form Terms and Conditions (the Funding Conditions of the above Collaboration Agreement)
- DfT's Travel and Subsistence Policy

Once the contract is awarded, the Lead Partner will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: ssa.invoice@sharedservicesarvato.co.uk

Or post:

**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. Invoicing Instructions attached below for further details.



The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@df.gov.uk will be in touch to discuss contract go-live arrangements.

Yours sincerely,

[REDACTED]

[REDACTED], Commercial Relationship Manager

Signed for and on behalf of the Department for Transport

Annex 1: Department for Transport Travel and Subsistence Policy



Travel and
Subsistence Annex -