



Department
for Transport

Department for Transport
Group Commercial Services
Great Minster House
33 Horseferry Road
London SW1P 4DR

Steer Davies & Gleave Limited
28-32 Upper Ground
London
SE1 9PD
United Kingdom

Direct Line: [\[REDACTED\]@dft.gsi.gov.uk](mailto: [REDACTED]@dft.gsi.gov.uk)

Web Site: www.dft.gov.uk

1st August 2017

Dear [REDACTED]

STAR PACKAGE ORDER PPRO 04/101/093: West Coast Partnership Shadow Operator

THIS AGREEMENT is made on the 1st August 2017

BETWEEN:

- (1) Department for Transport; and
- (2) Steer Davies & Gleave, 28-32 Upper Ground, London, SE1 9PD, United Kingdom ("the *Supplier*").

WHEREAS:

(A) The Consultant has been appointed to the Specialist Technical Advice for Rail (STAR) Framework and has entered into a framework agreement in relation to its appointment (the "Framework Agreement").

(B) The *Employer* wishes to appoint the Consultant to provide certain services outlined in the Department's Service Description issued on 13th July 2017 and subsequent clarifications. The contract will commence from 2nd August 2017 and conclude on 31st January 2018.

(C) The Consultant has submitted a Proposal dated 19th July 2017 in response to the *Employer's Work Package Request Form* in accordance with terms of the Framework Agreement. The *Employer* has examined the Consultant's said tender and subject to the provisions of this contract is willing to engage the Consultant to carry out those services in accordance with this contract.

NOW IT IS AGREED THAT:

1. In this Agreement, unless the context otherwise requires, words and expressions have the same meanings as set out in the *NEC Conditions of Contract*.
2. This contract shall mean this document and the following documents which are hereby incorporated into and shall comprise this contract:
 - (i) The *NEC Conditions of Contract* are the *NEC Professional Services Contract* (Third Edition April 2013 with amendments June 2006 and September 2011) together with and as amended by Dispute Resolution Option W2, and Secondary Option Clauses as specified in the Contract Data Part One, Y(UK)2 (with amendments dated September 2011);
 - (ii) The Contract Data Part One (amended – see attachment) including, the Option Z clauses set out in the Contract Data Part One;
 - (iii) The Contract Data Part Two;
 - (iv) The terms of the Framework Agreement insofar as they relate to the provision of services;
 - (v) Your resource and pricing schedule under your reference Table 2.1: "Table 1A – Average Daily Rate" and reference table 2.2 "Project Team Rates", dated 19th July 2017.
 - (vi) Your signed COI declarations dated 19th July 2017.
3. The *Supplier* shall provide the *scope* of services (as set out in the Contract Data Part 1) in accordance with this contract.
4. Given the sensitive nature and the Specialist Technical Advisory resource required for this project over this period, should the named resource not be available the Supplier will:

- notify DfT in writing immediately using the Change Control Form
- provide suitably qualified and experienced resources, who will work to an equivalent standard
- the Supplier will cover all costs of hand-over to the new resources including:
 - o making them available for hand-over meetings with the named resources
 - o only charging DfT for the new resources once they are fully up to speed and productive

5. The *Supplier* reaffirms that, under Section 14 of the Framework Agreement, the *Supplier* acknowledges and agrees that it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services and that (except as provided below) it shall not act for any person, organisation or company where there is or is reasonably likely to be a conflict of interest with the Services.
6. In consideration of the provision by the Supplier of the [Services] the *Employer* shall pay to the *Supplier* the amount due in accordance with this contract.
7. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

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

8. This contract supersedes and extinguishes any prior drafts, agreements, undertakings, representations, warranties and arrangements of any nature whatsoever in relation to this contract. No variation to this contract, after the date hereof, will be made except with the written consent of the Parties provided that this is without prejudice to the *Employer's* rights to issue instructions in accordance with this contract.
9. Please acknowledge receipt and acceptance of this letter by signing and returning a copy to me and contact [REDACTED]@df.t.gsi.gov.uk to discuss arrangements for the commencement of this work package.

IN WITNESS WHEREOF the Parties have entered into the Agreement on the date written above.

Signed by: [Redacted]

Name: [Redacted]

Position: **STAR Framework Contract Manager;**
On behalf of the Secretary of for Transport (*Employer*)

and

Signed by: [Redacted]

Name: [Redacted]

Position: ... ASSOCIATE DIRECTOR ...

On behalf of [Insert Company Name] (*Supplier*)
STEER DAVIES & GLEAVE