

Arch Consulting Limited

The Mews,

Chiswick,

London W4 1PF

REDACTED

Date: 27 March 2018

Procurement ref: CPD04/118/182 - 00254057

Dear Madam,

Award of contract for the supply of Arch Software Subscription 2 year Renewal

Following your tender / proposal for the Arch Software Subscription/Support Renewal to the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between MHCLG as the Customer and Arch Consulting Limited as the Supplier for the provision of the services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The services shall be performed at the Customer’s premises at High Trees, Hillfield Road, Hemel Hempstead, Hertfordshire HP2 4XN.
- 1.2. The total contract value shall be £48,749.88 excluding VAT.
- 1.3. The specification of the services to be supplied is as set out in the Supplier’s quote dated 18 January 2018
- 1.4. The support period will be from 01/04/18 to 31/03/20.
- 1.5. The Term shall commence on 01/04/18 (the “Start Date”) and the Expiry Date shall be 31/03/20, ***unless extended or subject to early termination.***

1.6. The address for notices of the Parties are:

Customer

MHCLG, 3rd Floor, High Trees,
Hillfield Road,
Hemel Hempstead,
Hertfordshire HP2 4XN.
Attention: REDACTED

Supplier

Arch Consulting Limited
The Mews, Chiswick,
London W4 1PF.
Attention: Jacquie Drake
Email: REDACTED

1.7. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Technical Lead

1.8. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number) and detailed description of the services, to: CLGinvoices@communities.gsi.gov.uk Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, description of services and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED **within 3** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract

Yours faithfully,

Signed for and on behalf of the Ministry of Housing, Communities and Local Government (“the Customer”)

Name: REDACTED

Signature:

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Arch Consulting Limited (“the Supplier”)

Name: REDACTED

Signature:

Date: