



Ministry of Housing,  
Communities &  
Local Government

Locality  
33 Corsham Street  
London  
N1 6DR

5<sup>th</sup> July 2020

Contract Number: CPD/004/117/081

Dear Contractor,

**CONTRACT FOR THE 2018–2022 NEIGHBOURHOOD PLANNING SUPPORT SERVICES**

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

MHCLG will accept a signed hard copy or a PDF version.

I look forward to hearing from you.

Yours faithfully

**[REDACTED]**

Senior Procurement Advisor



### **AMENDMENT TO CONTRACT**

The details contained in this document form a binding amendment to the Contract referenced below between the Contractor and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG").

Contract title	:	Contract for the 2018-2022 Neighbourhood Planning Support Services
Contract reference	:	CPD/004/117/081
Purchase order no.	:	4500334419
Contractor	:	Locality
Amendment no.	:	12
Effective date of amendment	:	31 <sup>st</sup> March 2022
Details of amendment	:	MHCLG wish to extend the fixed cost elements of this contract into the 12-month option period. No additional technical support packages are included as part of this contract amendment number 12 and if additional technical support packages are required these will be enacted via a subsequent contract amendment. This will mean that the contract will run until the 31 <sup>st</sup> March 2023. This will be year 5 of the contract. This relates to fixed cost activities only.

The following amendments are made to the existing Contract documentation.

Annex B: Contract Award Letter – Enact the 12-month option period.

#### **Contract Term**

Delete: The "Effective Date" of the Contract shall be 8th January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1st April 2018 (the "Commencement Date") and shall terminate on 31st March 2022. DCLG reserves the right to extend the term of the Contract by up to 12 months by giving the Contractor not less than 3 months written



Ministry of Housing,  
Communities &  
Local Government

notice. DCLG cannot guarantee any extension.

Insert: The "Effective Date" of the Contract shall be 8th January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1st April 2018 (the "Commencement Date") and shall terminate on 31st March 2022.  
MHCLG has enacted the 12-month option period available under this contract via Contract Amendment 12 for fixed costs services only. The contract shall terminate on the 31<sup>st</sup> March 2023.

**Prices and Invoicing**

Insert: 7. Payment for services shall be in accordance with the Price Schedule (Annex C). During the option period as enacted by Contract Amendment 12 (April 2022 to March 2023), MHCLG shall pay 50% of the agreed cost in advance for each Technical Support package that MHCLG has signed off and the remaining 50% of the agreed cost of each package on issue of the Package Completion Report, in accordance with Annex A, for all packages signed off between 1 April 2018 and 31 March 2022

Contract value prior to amendment: £36,819,325 (incl. VAT). (inclusive of Amendment Nos.1, 2,3,4,5, 6,7,8,9,10,11)

Maximum value of this amendment: nil value (money taken from year 4 budget)

Revised value : £36,819,325 (incl. VAT).

for the Contract

Terms and conditions : All other terms and conditions remain the same for this Contract.

FOR AND ON BEHALF OF THE <b>SECRETARY OF STATE FOR HOUSING, COMMUNITIES AND LOCAL</b>	FOR AND ON BEHALF OF THE <b>CONTRACTOR</b>
--	---



Ministry of Housing,  
Communities &  
Local Government

GOVERNMENT	
Name:  [REDACTED]	Name:  [REDACTED]
Title  [REDACTED]	Title:  [REDACTED]
Signed:  [REDACTED]	Signed:  [REDACTED]
Date:  5 <sup>th</sup> July 2021	Date:  5 July 2021

**Annex A**

**Budget Allocation Breakdown for year 5 of the contract**

**[REDACTED]**