



Local Data Company Limited
13-19 Vine Hill
London
EC1R 5DW

20 March 2018

Contract Number: CPD/004/118/117

CONTRACT AWARD LETTER

CONTRACT FOR THE PROVISION OF HIGH STREETS RETAILER AND VACANCY DATA

1. The documents listed below form a binding contract (the “Contract”) between Local Data Company Limited with offices at 13-19 Vine Hill, London, EC1R 5DW (the “Contractor”) and the Secretary of State for the Ministry of Housing, Communities and Local Government (“MHCLG”):
 - i. this Contract Award Letter;
 - ii. the Specification (Annex A);
 - iii. the Contract Terms and Conditions (Annex B);
 - iv. the Price Schedule (Annex C);
 - v. the Contractor’s Tender (Annex D).
2. In the event of conflict between any of the documents forming the Contract, the conflict shall be resolved by giving precedence to the documents in the order set out above.
3. In consideration of the full and proper performance by the Contractor of this Contract and subject to the other terms of this Contract, MHCLG shall pay the prices, rates and expenses specified in the Price Schedule (Annex C).

Contract Term

4. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on **26 March 2018** (the “Effective Date”) and shall terminate on **25 March 2019**. MHCLG reserves the right to extend the term of the Contract by one year by giving the Contractor not less than 1 months written notice. MHCLG cannot guarantee any extension.

Prices and Invoicing

6. The firm price for the initial term of the Contract is **£26,700** (exclusive of Value Added Tax (VAT)). The firm price for the extended term of the Contract is **£26,700** (exclusive of VAT). The total contract value is **£53,400** (exclusive of Value Added Tax (VAT)).



8. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees Hillfield Road, Hemel Hempstead, HP2 4XN.
9. Invoices must quote MHCLG's contract number and purchase order number (to be confirmed) and an appropriate description. Failure to do so may result in a delay in payment for which MHCLG cannot be held responsible.
10. Invoices must also quote MHCLG's vendor number. If the Contractor has not received a vendor number, the Contractor should complete a SAP7B form (available on request) and send it to MHCLG's Commercial Representative.

Contract Representatives

11. MHCLG's representatives for this Contract are:

Commercial Representative:

<REDACTED>
Commercial Advisor
Ministry of Housing, Communities and Local Government
1st Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

: <REDACTED>

: <REDACTED>

Contract Manager:

<REDACTED>
Senior Research Officer
Ministry of Housing, Communities and Local Government
2nd Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

: <REDACTED>

: <REDACTED>



12. The Contractor's representatives for this Contract are:

Commercial Representative / Contract Manager:

<REDACTED>
Relationship Manager
The Local Data Company
13-19 Vine Hill
London
EC1R 5DW

: <REDACTED>

: <REDACTED>

13. The Key Personnel are as follows:

<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>

Tax

14. MHCLG may consult Her Majesty's Revenue and Customs (HMRC) for advice as to whether Schedule D or E tax applies to payments made under this Contract. The decision will be based upon the content of the Contract. Copies of the Contract may be submitted to HMRC. As there may be some delay before the decision is made, it may be necessary for MHCLG to deduct tax from early payments under the Contract. Such tax will be refunded if HMRC advise that Schedule D tax applies.

Premises

15. The Premises where the Services are to be performed is as follows:

The Local Data Company
13-19 Vine Hill
London
EC1R 5DW



Execution

18. The Parties have executed and delivered this Contract as of the Effective Date.

Signed _____

Signed _____

Name _____

Name _____

Position _____

Position _____

Date _____

Date _____

for and on behalf of the
Secretary of State for Housing,
Communities and Local Government

for the Contractor

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to <REDACTED> using the contact details above. MHCLG will accept a signed hard copy or a PDF version.