



Department for Levelling Up,  
Housing & Communities

Locality  
33 Corsham Street  
London  
N1 6DR

09 Mar 2022

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.

DLUHC will accept a signed Word or 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 Department of Levelling Up, Housing and Communities ("DLUHC"), formerly 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.               | : | 13   |
| Effective date of amendment | : | 31 <sup>st</sup> March 2022  |
| Details of amendment        | : | DLUHC wish to extend the variable support elements and the related fixed cost elements of this contract into the 12-month option period. |

A revised Indicative Budget Breakdown for Year 5 is set out at Annex A below. For the avoidance of doubt:

The fixed cost element for Year 5 will be **[REDACTED]** (in line with the existing relevant Price Schedule – Annex C).

The Discounted Market Homes Programme (as set out in contract amendment 5, 7 and 10) will close to new applications after 31<sup>st</sup> March 2022.

This means that qualifying bodies may no longer be awarded a grant of up to **[REDACTED]** but can be awarded grant of up to **[REDACTED]** depending on their eligibility for Basic Grant and Additional Grant. Any DMH grant awarded up until 31 March 2022 will be excluded from their total grant received to date, with their remaining grant allowance based on how much remaining grant support they are eligible for under the main programme.

Any unexhausted NDO Pots may continue to be drawn down up to the maximum level as set out in the original contract and subsequent contract amendments.



All fixed costs associated with completing and closing the DMH Programme will be covered by the fixed cost element [REDACTED].

This amendment replaces the fixed costs as set out in contract amendment 12 – see Annex A below.

The following amendments are made to the existing Contract documentation.

### Contract Term

Delete: The “Effective Date” of the Contract shall be 8<sup>th</sup> 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.

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 13 for both variable and fixed costs services. The contract shall terminate on the 31<sup>st</sup> March 2023.

Contract value prior to amendment: £36,819,325 (inc. VAT) (inclusive of Amendment No.1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12)

Maximum value of this amendment: £8,181,000 (incl. VAT)

Revised value of Contract: £45,000,325 (inc. VAT)

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



Department for Levelling Up,  
Housing & Communities

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|---|--|
| <b>FOR AND ON BEHALF OF THE<br/>SECRETARY OF STATE FOR THE<br/>DEPARTMENT FOR LEVELLING UP,<br/>HOUSING AND COMMUNITIES</b> | <b>FOR AND ON BEHALF OF THE<br/>CONTRACTOR</b> |
| Name: [REDACTED]  | Name: [REDACTED]                               |
| Title: Deputy Director  | Title: Chief Executive                         |
| Signed: [REDACTED]  | Signed: [REDACTED]                             |
| Date: 18 <sup>th</sup> March 2022   | Date: 10 March 2022                            |



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## **Annex A: Indicative Budget for Year 5 of contract**

**[REDACTED]**