



**Barnett Waddingham LLP**  
**REDACTED**

Attn: Redacted

Date: 30<sup>th</sup> March 2017

Procurement ref: CCPF17A02

Dear Sir/Madam,

**Award of contract for the Provision of An Actuarial Assessment of The Audit Commission Pension Scheme**

Following your tender / proposal for the supply of an actuarial assessment of the Audit Commission pension scheme to Department for Communities and Local Government, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Department for Communities and Local Government as the Customer and Barnett Waddingham LLP 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 suppliers’ premises: Redacted
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £39,025.00 including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 31<sup>st</sup> March 2017 (the “Start Date”) and the Expiry Date shall be 30<sup>th</sup> March 2020. The Authority reserves the option to extend the contract by 2 periods of 1 year.



1.5. The address for notices of the Parties are:

**Customer**

Department for Communities and Local  
Government

**Supplier**

Barnett Waddingham LLP

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

Name	Title/Role
REDACTED	REDACTED

1.7. 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**

Invoices for payment of the annual fee should be submitted to The Accounts Payable Team, Department for Communities & Local Government, as per instructions on the purchase order Hertfordshire, HP2 4XN. DCLG will provide a purchase order number.

Payment can only be made following satisfactory delivery of the report setting out the assessment of the ACPS liability.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work (including number of days taken) completed and the associated costs.

**3. Liaison**

For general liaison your contact will be REDACTED.



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We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Matthew Carr at the above address **within 2** 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 Department for 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 Barnett Waddingham LLP (“the Supplier”)

Name:

Signature:

Date: