



Ministry of Housing,
Communities &
Local Government

The Involve Foundation
18 Victoria Park Square
London
E2 9PF

Contract Number: CPD/004/119/081

11 October 2018

CONTRACT AWARD LETTER

**CONTRACT FOR THE FACILITATION OF THE RESIDENTS' REFERENCE
PANEL**

1. The documents listed below form a binding contract (the "Contract") between The Involve Foundation with offices at 18 Victoria Park Square, London, E2 9PF (the "Contractor") and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG"):
 - i. this Contract Award Letter;
 - ii. the Statement of Requirements (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 term of the Contract shall commence on **11 October 2018** (the "Effective Date") and shall terminate on **31 October 2019**.

Prices and Invoicing

5. The firm price for the term of the Contract is **£43,313.50** (exclusive of Value Added Tax (VAT)).
6. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees Hillfield Road, Hemel Hempstead, HP2 4XN.



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7. 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.
8. 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

9. MHCLG's representatives for this Contract are:

Commercial Representative:

-

Commercial Advisor
Ministry of Housing, Communities and Local Government
Fry Building, 2 Marsham Street
London
SW1P 4DF

Tel: -

Email: -

Contract Manager:

-

Buildings Safety
Ministry of Housing, Communities and Local Government
Fry Building, 2 Marsham Street
London
SW1P 4DF

Tel: -

Email: -

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

Commercial Representative:

-

Director
The Involve Foundation
18 Victoria Park Square
London
E2 9PF

Tel: -

Email: -



Ministry of Housing,
Communities &
Local Government

Contract Manager:

-

Head of Engagement
The Involve Foundation
18 Victoria Park Square
London
E2 9PF

Tel: -

Email: -

11. The Key Personnel are as follows:

- -
- -
- -

Other Involve staff will support with administrative tasks as relevant.

Tax

12. 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

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

18 Victoria Park Square
London
E2 9PF



Execution

14. 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 - via the Bravo Solution portal.