



Ordnance Survey Ltd
Explorer House
Adanac Drive
Nursling
Southampton
SO16 0AS

Attn: **REDACTED**

Date: 29/03/2017

Procurement ref: CCZZ17A03

Dear Madam,

Award of contract for the supply of Public Sector Land Research and Monitoring

Following your tender / proposal for the supply of CCZZ17A03 Public Sector Land Research and Monitoring to the Department for Communities and Local Government or 'DCLG', 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 DCLG as the Customer and Ordnance Survey Ltd as the Supplier for the provision of the CCZZ17A03 Public Sector Land Research and Monitoring. 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 CCZZ17A03 Public Sector Land Research and Monitoring shall be carried out at the Supplier's premises, except where the Authority requires it (e.g. meetings at the Authority's offices at 2 Marsham Street, London, SW1P 4DF).
- 1.2. The charges for the Services shall be as set out in Annex 2 (**REDACTED**). The total contract value shall be £230,450, including all extension options, excluding VAT.
- 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 (**REDACTED**) subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Delivery Milestones will be as follows:

Milestone	Description	Timeframe
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1	Provide a draft report on the PHLP 1 sites (1997-May 2015)	31 st May 2017
2	Provide a final report on the PHLP 1 sites (1997-May 2015)	30 th June 2017
3	Provide a draft report on PHLP 2 sites (May 2015 – March 2017)	31 st May 2017
2	Provide a final report on PHLP 2 sites (May 2015 – March 2017)	30 th June 2017
3	2018 full annual report on both programmes	6 weeks after being supplied with 2017 Q4 data for relevant year by the HCA
4	2019 full annual report on both programmes	6 weeks after being supplied with 2018 Q4 data for relevant year by the HCA
5	2020 full annual report on both programmes	6 weeks after being supplied with 2019 Q4 data for relevant year by the HCA

1.5. The Term shall commence on 3rd April 2017 (the “Start Date”) and the Expiry Date shall be 2nd July 2019. **The Authority reserves the option to extend the contract by 2 periods of 1 year.**

1.6. The address for notices of the Parties are:

Customer

DCLG
2 Marsham Street, London, SW1P 4DF
Attention: **REDACTED**
Email: **REDACTED**

Supplier

Ordnance Survey Ltd
Explorer House, Adanac Drive,
Nursling, Southampton, SO16 0AS
Attention: **REDACTED**
Email: **REDACTED**

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

Name	Title/Role
REDACTED	REDACTED

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy/ environmental policy, where applicable, are within Annex 3.

1.8. 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

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number). Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be as per section 1.6 above.

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 via the eSourcing Suite Messaging Tool **within 5** 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,



Crown
Commercial
Service

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9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowcommercial.gov.uk

www.gov.uk/ccs

Signed for and on behalf of DCLG (“the Customer”)

Name: **REDACTED**

Signature: **REDACTED**

Date:

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Ordnance Survey Ltd (“the Supplier”)

Name: **REDACTED**

Signature: **REDACTED**

Date:

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Number	Question	Score (out of 100)	Evaluators' Feedback	
4.0 – SKILLS AND EXPERIENCE			WEIGHTING 15%	
4.1	Please provide a case study to demonstrate how you have delivered a similar contract in the last 3 years.	100	An excellent comprehensive response that meets the requirements. Detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
4.2	Please list the Key Personnel that will deliver the requirement in Appendix B and give information on the skills and experience of each.	75	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response provided clear evidence of a project team with extensive, relevant skills and experience in the key areas of the requirement. The response could have been improved by more detail on how the skills and experience would be applied to the requirement.	
Total Questionnaire Weighted Score		13.75%	Winning Suppliers' Weighted Score	13.75%
5.0 – APPROACH AND METHODOLOGY			WEIGHTING 25%	
5.1	Describe your proposed approach and methodology for collecting the required data for sites released under PHLP 1.	100	An excellent comprehensive response that meets the requirements. Detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
5.2	Please describe your understanding of the challenges involved with collecting data for sites released under PHLP 1 and how you would overcome these challenges.	75	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response provided a clear description of the key challenges in gathering the data, along with practical and detailed approaches to overcoming these challenges. The response would have been strengthened by not suggesting the delay of the Year 1 report as a solution though, as this is not possible.	

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5.3	Describe your approach and methodology for gathering data for the first PHLP 2 report and subsequent 2018, 2019 and 2020 combined annual reports.	75	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response gave a comprehensive description of the PHLP2 challenges. It also gave a detailed proposal for overcoming those challenges, with applied examples from previous projects. The response would have been strengthened by not working from the assumption that all data would be available from the start of the year.	
Total Questionnaire Weighted Score		21.25%	Winning Suppliers' Weighted Score	21.25%
6.0 – ACCURACY AND QUALITY ASSURANCE				WEIGHTING 15%
6.1	Data contained will need to be consistent with official statistics guidance, as described in Appendix B. Describe the quality assurance processes that you will follow to ensure that the data meets these expectations.	100	An excellent comprehensive response that meets the requirements. Detailed supporting evidence and no weaknesses resulting in a high level of confidence.	
Total Questionnaire Weighted Score		15%	Winning Suppliers' Weighted Score	15%
7.0 – DELIVERY				WEIGHTING 10%
7.1	Please provide a timeline detailing how you will deliver the report on PLHP 1 within the timescale stated in Appendix B. Include what resources or data would be required from the Authority and when.	75	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response described the key steps towards delivering a report in July and also contained realistic milestones and estimates of how long each task would take. The response would have been improved more detailed time plan showing when resources would be required from the authority.	

7.2	Provide a timeline showing how you would gather the data to produce the annual report for both programmes in 2018. Include what resources or data would be required from the Authority and when.	75	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding. The response described a sensible approach of maintaining data on a quarterly basis and included specific milestones. The response would have been improved more detailed time plan showing when resources would be required from the authority.	
Total Questionnaire Weighted Score		7.50%	Winning Suppliers' Weighted Score	7.50%
8.0 – ADDITIONAL REQUIREMENTS				WEIGHTING 10%
8.1	Describe your approach and methodology for identifying the type and tenure of homes built on land released (Appendix B, 6.12 & 6.13), and the reasons for delay in construction of homes under the Programme (Appendix B 6.14).	75	A good response that meets the requirements with good supporting evidence. The response demonstrated a good understanding of the requirements with a clear outline of how the Potential Provider could deliver these, along with past examples of having delivered similar outputs. The response would have been strengthened by listing the full range of tenures to be identified.	
Total Questionnaire Weighted Score		7.50%	Winning Suppliers' Weighted Score	7.50%
9.0 – PRICE				WEIGHTING 25%
9.1	"Please confirm by selecting 'YES'..."	24.4	2 nd	
Total Questionnaire Weighted Score		6.10%	Winning Suppliers' Weighted Score	6.10%
Evaluation Summary				
Overall Bid Score (Weighted)		71.10%	Winning Suppliers' Overall Bid Score	71.10%
Overall Ranking		1 st	Winning Suppliers' Overall Ranking	1 st