



Ministry of Housing,  
Communities &  
Local Government

Kantar UK Limited  
TNS House  
Westgate  
London  
W5 1UA

16<sup>h</sup> June 2020

MHCLG Reference: CPD 004 120 105  
CCS Reference: CCSN19A17

Dear Contractor

**COMMISSION FOR A NATIONAL EVALUATION OF THE ICIF CONTRACT**

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.

MHCLG will accept a signed hard copy or a PDF version.

I look forward to hearing from you.

Yours faithfully

Joanna Means  
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 Ministry of Housing, Communities and Local Government (“MHCLG”).

|  |   |   |
|--|---|---|
| Contract title                         | : | <b>COMMISSION FOR A NATIONAL EVALUATION OF THE ICIF CONTRACT</b>  |
| Contract reference                     | : | CPD 004 120 105 / CCSN19A17   |
| Contractor                             | : | Kantar UK Limited   |
| Amendment no.                          | : | 01  |
| Effective date of amendment            | : | 1 <sup>st</sup> July 2020   |
| Details of amendment                   | : | To extend the contract by 6 months to allow organisations time to collect and report data to be used in the national evaluation by Kantar due to delays because of Covid-19. Full details of this amendment can be found at Annex A |
| Contract value prior to this amendment | : | £139,531.75 (ex VAT)  |
| Maximum value of this amendment        | : | This amendment is at zero additional cost to the Authority  |
| Revised value for the Contract         | : | £139,531.75 (ex VAT)  |
| Terms and conditions                   | : | All other terms and conditions remain the same for this Contract.   |

|  |  |
|--|--|
| <b>FOR AND ON BEHALF OF THE<br/>SECRETARY OF STATE FOR HOUSING,<br/>COMMUNITIES AND LOCAL<br/>GOVERNMENT</b> | <b>FOR AND ON BEHALF OF THE<br/>CONTRACTOR</b> |
| Name:  | Name:  |
| Title  | Title:   |



|         |         |
|---------|---------|
| Signed: | Signed: |
| Date:   | Date:   |

**Annex A to Contract Amendment Number 01**

**Expiry Date:**

**Remove** The contract will expire on the 30<sup>th</sup> June 2020 with no options to extend.

**Insert:** The contract will expire on the 31<sup>st</sup> December 2020 with no options to extend.

**Contract Charges**

**Remove:** Payments will be made in three (3) stages  
-15% on compilation and sign off of scoping report  
-35% on compilation and sign off of interim report  
-50% on compilation and sign off of final report

**Insert:** Payments will be made in four (4) stages  
-15% on compilation and sign off of scoping report  
-35% on compilation and sign off of interim report  
-25% on mid-way update on organisations evaluation progress, 3 months prior to the final report.  
-25% on compilation and sign off final report