



Ministry of Housing,
Communities &
Local Government

Local Data Company Limited
13 – 19 Vine Hill,
London EC1R 5DW

22/01/2021

CPD 004/121/150

CONTRACT AWARD LETTER

CONTRACT FOR High Street Vacancy Data

1. The documents listed below form a binding contract (the “Contract”) between Local Data Company Limited at 13 – 19 Vine Hill, London (the “Supplier”) and the Secretary of State for the Ministry of Housing, Communities and Local Government (“MHCLG”):
 - i. this Contract Award Letter;
 - ii. the Specification (Annex A);
 - iii. the Contract Terms and Conditions (Annex B);
 - iv. Price Schedule (Annex C);
 - v. Supplier’s Proposal (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 Supplier 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 [initial] term of the Contract shall commence on 25 January 2021 (the “Effective Date”) and shall terminate on 24 January 2023 MHCLG reserves the right to extend the term of the Contract by up to 12 months up until 24 January 2024 in any increment by giving the Supplier not less than 2 weeks written notice. MHCLG cannot guarantee any extension.
5. The *fixed price* for the Contract is £68,400 (exclusive of Value Added Tax (VAT)) for the initial duration abovementioned, of 2 years. If the option year is utilised this will be charged at the annual rate of £34,200 exclusive of Value Added Tax (VAT)) in accordance with the rates provided in Annex C – Pricing. If ad-hoc tasks emerge and additional consultant days are required, this will be agreed between the contractor and the Authority in accordance with the rates provided in Annex C – Pricing.



6. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN and **REDACTED**.
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 Supplier has not received a vendor number, the Supplier 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: **REDACTED**, 2 Marsham Street, London.
REDACTED

Contract Manager: **REDACTED**, 2 Marsham Street, London.
REDACTED

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

Commercial Representative: **REDACTED**, Head of Retail and Strategic Partnerships
REDACTED

Contract Manager: **REDACTED**, Account Manager
REDACTED

11. The *Consultant(s) / Key Personnel* are as follows:

- **REDACTED** – Head of Retail and Strategic Partnerships
- **REDACTED** – Client Services
- **REDACTED** – Senior Manager, Insight & Analytics
- **REDACTED** – Insight Analyst



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Premises

12. The Premises where the *Services are to be delivered* are as follows:

Primarily online via online database or portal.

Execution

13. The Parties have executed and delivered this Contract as of the Effective Date.

Signed _____

Signed _____

Name **REDACTED**

Name **REDACTED**

Position Senior Procurement Advisor

Position Head of Retail and
Strategic Relationships

Date 22/01/2021

Date 22/01/2021

for and on behalf of the
Secretary of State for
Housing, Communities & Local Government

for the Supplier

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to **REDACTED REDACTED**. MHCLG will accept a signed Word or PDF version.