



University of Liverpool



Attn:

Date: 30/03/2017

Procurement ref: CCZZ17A06

Dear ,

**Award of contract for the supply of DCLG Research Project on the Value of Planning Obligations**

Following your tender / proposal for the supply of DCLG Research Project on the Value of Planning Obligations 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 University of Liverpool 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 (Supplier’s premises).
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £99,800.00 (excluding VAT), 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 4<sup>th</sup> April 2017 (the “Start Date”) and the Expiry Date shall be 30<sup>th</sup> September 2017. The Authority reserves the option to extend the contract by 3 months.



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www.gov.uk/ccs

1.5. The address for notices of the Parties are:

**Customer**

Department for Communities and Local Government,

[Redacted]  
[Redacted]  
[Redacted]  
Attention: [Redacted]  
Email: [Redacted]

**Supplier**

University of Liverpool

[Redacted]  
[Redacted]  
Attention: [Redacted]  
Email: [Redacted]

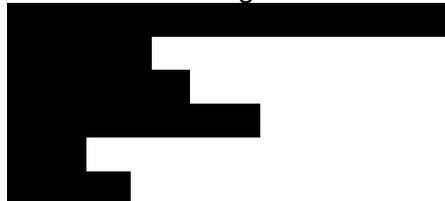
1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
[Redacted]	Sourcing Executive
[Redacted]	Economic Adviser - Housing and Planning Analysis Division

**2. Payment**

- 2.1. Payments will be made at key milestones of the project which should be proposed by Potential Providers. The Authority will agree these milestones with the Supplier and set out invoicing arrangements linked to the milestones. The final instalment will not be paid until after the final report and data has been received and agreed.
- 2.2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.4. Invoices should be sent to:

Department for Communities and Local Government  
Invoice Processing team.



Tel: [Redacted], Email - [Redacted]



### 3. Liaison

For general liaison your contact will continue to be [REDACTED].

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 through the CCS e-Sourcing portal within 7 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for and on behalf of Department for Communities and Local Government (“the Customer”)

Name: [REDACTED]

People Team: Head of Call Offs & Spot Buy

Signature: [REDACTED]

Date: April 2017

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

Signed for and on behalf of University of Liverpool (“the Supplier”)

Name: [REDACTED]

Signature: [REDACTED]

Date: 04/04/2017