



Oxford Consultants for Social Inclusion
REDACTED TEXT

Attn: **REDACTED TEXT**

REDACTED TEXT

Date: 29th March 2018

Procurement ref: CCZZ17A30

Dear REDACTED TEXT,

Award of contract for the Review and Update of the Indices of Deprivation 2015

Following your tender for the supply of the Update of the Indices of Deprivation 2015 to the Ministry for Housing, 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 the Ministry for Housing, Communities and Local Government as the Customer and Oxford Consultants for Social Inclusion 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 the Supplier premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £288,092.54, including all extension options.
- 1.3. The specification of 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 3rd April 2018 (the “Start Date”) and the Expiry Date shall be in approximately 18 months and no later than 2nd September 2019.

OFFICIAL



1.5. The address for notices of the Parties are:

Customer

**Ministry for Housing, Communities and
Local Government**
REDACTED TEXT

Supplier

**Oxford Consultants for Social
Inclusion**
REDACTED TEXT

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

2. Payment

2.1. Payment will be made following satisfactory completion of each pre-agreed deliverable outlined in Annex 3 – Statement of Requirements.

2.2. All invoices must be sent, quoting a valid purchase order number (PO Number), to:

REDACTED TEXT

2.3. 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. If you have a query regarding an outstanding payment please contact the REDACTED TEXT either by email to REDACTED TEXT or by REDACTED TEXT.

3. Liaison

For general liaison your contact will continue to be REDACTED TEXT.

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 portal **within 1 day 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 sincerely,

Signed for and on behalf of The Ministry for Housing, Communities and Local Government (“the Customer”)



Name REDACTED TEXT

Signature:

REDACTED TEXT

Date: 28th March 2018

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

Signed for and on behalf of Oxford Consultants for Social Inclusion (“the Supplier”)

Name: REDACTED TEXT

Signature: REDACTED TEXT

Date: 30th April 2018