Improvement and Development Agency (IDeA)

# **REDACTED TEXT under FOIA Section 40, Personal Information**.

Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 30th June 2022

Contract Reference: CCCC22A09

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**,

**Award of Contract for the Provision of OGP OPE Programme**

Following your proposal for the Provision of OGP OPE Programme to Cabinet Office (the Contracting Authority), we are pleased to award this Contract to you.

This letter (Award Letter) and its Annexes set out the Terms of the Contract between Improvement and Development (IDeA), trading arm of the Local Government Association (LGA), as the Supplier and Cabinet Office as the Contracting Authority 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 Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be performed at LGA Offices which will be classed as the base location, and other places of work, most notably on location with stakeholders. Current LGA Headquarters: **REDACTED TEXT under FOIA Section 40, Personal Information**
   2. The charges for the Services shall be as set out in Annex 2. The total Contract value shall be up to a maximum of £5,330,000.00, including all Extension options but excluding VAT.
   3. The specification of the Services to be supplied is as set out in (i) Annex 3 of the Annexes and (ii) within the Supplier’s response at Annex 4 of the document. Where there is conflict (i) Annex 3 shall take precedence over (ii) Annex 4.
   4. The Term shall commence on 1st July 2022 (the “Start Date”) and the Expiry Date shall be 30th June 2025. The Customer reserves the option to extend the contract by 2 periods of 1 year.
   5. The address for notices of the Parties are:

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| **Contracting Authority** | **Supplier** |
| **REDACTED TEXT under FOIA Section 40, Personal Information**  Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**  Email: **REDACTED TEXT under FOIA Section 40, Personal Information** | **REDACTED TEXT under FOIA Section 40, Personal Information**  Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**  Email: **REDACTED TEXT under FOIA Section 40, Personal Information** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

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| **Name** | **Title/Role for the Supplier** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Programme Director - One Public Estate |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Programme Manager - One Public Estate |

1.7.2 For the Contracting Authority:

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| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Head of Commercial |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Project Manager, One Public Estate |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Programme Manager, One Public Estate |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | Programme Director, One Public Estate |

1. **Payment**
   1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
   2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
   3. Invoices should be submitted to: **REDACTED TEXT under FOIA Section 40, Personal Information**
   4. Invoices should detail the specific Purchase Order details provided by the Contracting Authority, the Supplier should note that invoices not detailing the correct Purchase Order number may be rejected for payment. The invoices should appropriately apply VAT.
   5. Payment will be made quarterly, in arrears.
   6. Expenses are already included in the Charges indicated in paragraph 1.2 above.
   7. Any changes to the team structure must be approved by the Programme Director within OGP, prior to any changes taking place.
2. **Liaison**

For general liaison your contact will continue to be **REDACTED TEXT under FOIA Section 40, Personal Information** or, in their absence, **REDACTED TEXT under FOIA Section 40, Personal Information**.

Please confirm your acceptance of the award of this Contract by signing and returning the enclosed copy of this letter to ***myself*** at the above address within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference Number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours sincerely,

Signed for and on behalf of **REDACTED TEXT under FOIA Section 40, Personal Information** of Contracting Authority/Customer (“the Customer”)

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information**

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 09.08.22

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

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| Signed for and on behalf of Improvement and Development Agency (IDeA)  Local Government Association  (“the Supplier”) |
| **REDACTED TEXT under FOIA Section 40, Personal Information**  Chief Executive, Local Government Association |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: 11 July 2022 |