



DJS Research Ltd
3 Pavilion Lane
Strines
Stockport
SK6 7GH

26th April 2021

Contract Number: CPD4/121/209

CONTRACT AWARD LETTER

CONTRACT FOR AUDIENCE RESEARCH SERVICES ON BEHALF OF THE UK HOLOCAUST MEMORIAL EXHIBITION

1. The documents listed below form a binding contract (the "Contract") between DJS Research Ltd with offices at 3 Pavilion Lane, Strines, Stockport SK6 7GH (the "Contractor") 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. the Price Schedule (Annex C);
 - v. the Contractor's Clarification Responses dated 22/03/2021 (Annex D);
 - vi. the Contractor's Quality Submission (Annex E).
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 Contractor 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 and Phasing

4. Subject to any termination provisions within the Contract, the term of the Contract shall commence on 26th April 2021 (the "Effective Date").

Delivery of the specification will be as follows:

Phase A	Commencement upon execution of contract
Phase B	Commencement upon written instruction from MHCLG following Planning Inquiry Outcome
Phase C	Commencement upon written instruction from MHCLG



The contract will expire on 31/12/2023 subject to all contractual requirements being met. The contract may be extended subject to agreement by both MHCLG and the Contractor.

5. MHCLG reserves the right to terminate the Contract at no additional cost by giving the Contractor not less than one month's written notice.

Prices and Invoicing

6. The approved maximum cost for the term of the Contract is £101,940 (exclusive of Value Added Tax (VAT)).
7. All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN or CLGInvoices@communities.gov.uk
8. 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.
9. Invoices must also quote MHCLG's vendor number. If the Contractor has not received a vendor number, the Contractor should complete a SAP7B form (available on request) and send it to MHCLG's Commercial Representative.

Contract Representatives

10. MHCLG's representatives for this Contract are:

Commercial Representative: [REDACTED]

Contract Manager: [REDACTED]

Email: [REDACTED]

11. The Contractor's representatives for this Contract are:

Contract Manager: [REDACTED]

Email: [REDACTED]

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

- [REDACTED]

Tax

13. MHCLG may consult Her Majesty's Revenue and Customs (HMRC) for advice as to whether Schedule D or E tax applies to payments made under this Contract.



The decision will be based upon the content of the Contract. Copies of the Contract may be submitted to HMRC. As there may be some delay before the decision is made, it may be necessary for MHCLG to deduct tax from early payments under the Contract. Such tax will be refunded if HMRC advise that Schedule D tax applies.

Premises

14. The Premises where the *Services are to be performed* are the Contractor's premises.

Execution

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

Signed:

[Redacted Signature]	[Redacted Signature]
[Redacted Signature]	[Redacted Signature]
[Redacted Signature]	[Redacted Signature]
[Redacted Signature]	[Redacted Signature]
[Redacted Signature]	[Redacted Signature]