



Peter Brett Associates LLP
16 Broomfield Yard
Clerkenwell
London
EC1V 4LJ

Attn: **REDACTED**
REDACTED

Date: 6th December 2016

Procurement ref: CCCC16A89

Dear Sir/Madam,

Award of Contract for the Supply of CCCC16A89 DCLG Tenant Led Right to Transfer

Following your tender for the supply of CCCC16A89 DCLG Tenant Led Right to Transfer to the 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 the Department for Communities and Local Government as the Customer and Peter Brett Associates as the Supplier for the provision of the Tenant Led Right to Transfer 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 delivered at the Supplier’s premises with the exception of project meetings which will be held at the Customer’s premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £24,531.75 (ex VAT).
- 1.3. The specification of the Services to be supplied is as set out in Annex 3, within the Supplier’s response at Annex 4 and bid clarifications at Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Wednesday 7th December 2016 (the “Start Date”) and the Expiry Date shall be Tuesday 7th February 2017 with no options to extend.
- 1.5. The key Contract milestones will be delivered by the following deadlines:



Milestone	Description	Deadline
1	An initial face-to-face progress meeting with the Authority officials, including presentation of draft work programme and proposed socio-economic evaluation methodology that will deliver the objectives and outputs of the project.	W/c Monday 12 th December 2016
2	Draft report showing preliminary findings submitted to the Authority by email. The report must include an analysis of the potential costs and benefits to the provision of housing services or the regeneration of the local area as a result of the proposed transfer. This should be in the form of a socio-economic evaluation (with any detailed data assessment included in annexes).	W/c Monday 16 th January 2017
3	A face-to-face progress meeting to discuss the draft report submitted to the Authority.	W/c Monday 23 rd January 2017
4	Final report submitted to the Authority by email.	W/c Monday 30 th January 2017
5	A face-to-face presentation of outcomes to the Authority. Meeting to present final analysis and conclusions of the potential costs and benefits to the provision of housing services or the regeneration of the local area as a result of the proposed transfer in the form of a socio-economic evaluation (with any detailed data assessment included in annexes).	W/c Monday 6 th February 2017

1.6. The address for notices of the Parties are:

Customer:

Department for Communities and Local
Government, (DCLG)
2 Marsham Street, London, SW1P 4DF

Supplier

Peter Brett Associates LLP, (PBA)
16 Brewhouse Yard, Clerkenwell,
London, EC1V 4LJ

Attention: **REDACTED**
Email: **REDACTED**

Attention: **REDACTED**
Email: **REDACTED**

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



Name	Title/Role
REDACTED, PBA	Project Director
REDACTED, PBA	Project Manager
REDACTED, PBA	Economist
REDACTED, PBA	Consultant Support
REDACTED, DCLG	Contract Manager
REDACTED, DCLG	Contract Manager
REDACTED, DCLG	Senior Responsible Officer

2. Payment

Payment will be made following acceptance by the Customer of the Supplier's satisfactory achievement of the deliverables set out in Annex 2 – Price Schedule.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: FSSD CIP Team, Zone 2/10, Hempstead House, 2 Seldon Hill, Hemel Hempstead, Hertfordshire, HP2 4XN. Invoices must quote DCLG's contract number, purchase order number and an appropriate description. Failure to do so may result in a delay in payment for which DCLG cannot be held responsible. Invoices must also quote DCLG'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 DCLG's Commercial Representative. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

3. Liaison

For general liaison your contact will continue to be **REDACTED** and **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 to **REDACTED** at Niche@crowcommercial.gov.uk **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.

Yours faithfully,

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

REDACTED,
Commercial Manager,
Crown Commercial Service



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of Peter Brett Associates LLP (“the Supplier”)

Name:

Signature:

Date:

OFFICIAL