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## RESTRICTED COMMERCIAL

Sent by e-mail to:

**Rainmaker Solutions Ltd**

Date: 22<sup>nd</sup> August 2017

Ref: PINS 17/2/739

CC'd

Dear [REDACTED],

### **Discovery and Change Management for the Inspector Workforce Planning & Scheduling Project**

On behalf of the Planning Inspectorate, I am pleased to confirm that we wish to enter into a contract with Rainmaker Solutions to deliver the Discovery and Change Management for the Inspector Workforce Planning & Scheduling Project (Lot 1 & Lot 2).

- 1) This acceptance letter and the documents listed below form a binding contract between you and the Planning Inspectorate:
  - a) The Planning Inspectorate's Requirement dated 25 July 2017;
  - b) The following terms and conditions of contract:

Crown Commercial Service framework  
Digital Outcomes and Specialists 2. RM1043iv  
Lot 1 – Digital outcomes: teams to build and support a digital service;
  - c) Your proposal dated 7<sup>th</sup> August 2017, including the completed price schedule dated 18<sup>th</sup> August 2017; and
  - d) The completed order form, signed and dated by the Planning Inspectorate on 22<sup>n</sup> August 2017.

- 2) Please sign the order form and return it to me as soon as possible.

**Contract duration**

3) The contract will commence on 1<sup>st</sup> September 2017 and will be for the following durations:

Lot 1: Discovery - three months from contract award. For the avoidance of doubt, the Discovery outputs must be delivered within eight weeks following the initial kick-off meeting unless expressly agreed. At the end of Discovery, the Inspectorate reserves the right to contract with the supplier for additional phases of work (i.e. Alpha, Beta, Live) and costs/outputs will be agreed in advance based on the rate cards provided.

Lot 2: Change Management – up to twelve months from contract award with the option to extend for a further twelve months dependant on performance and business need.

**Cost**

4) Your services will be provided at the costs as specified in the agreed price schedule, summarised below:

Lot 1	
Element	Cost (ex Vat)
Discovery Phase	168,500.00
Total	168,500.00

Lot 2	
Element	Cost (ex Vat)
Senior Change Manager (firm price daily rate, inclusive of expenses)	██████████
Executive Change Manager (firm price daily rate, inclusive of expenses)	██████████
The actual number of days required will be managed by the Project Delivery Manager throughout the contract dependant on need and to ensure the allocated budget is not to be exceeded.	

a) These prices include the cost of travel and subsistence within their firm daily rates. Expenses can however be reimbursed for travel to locations other than in Bristol (i.e. Temple Quay House) in accordance with the rates provided in Annex D.

## Invoicing

- 5) We will provide a purchase order number in due course. To avoid any delay in payment, it's important that you clearly quote that on any invoices for the contract and send them:

by e-mail to:

[REDACTED]

PDF or tiff files, single or multipage (including attachments) can be accepted, but only 1 invoice may be sent per email.

## Contract Manager

- 6) [REDACTED] will be the contract manager. His contact details are as follows:

[REDACTED]

- 7) Please contact [REDACTED] as soon as possible to arrange a kick-off meeting
- 8) I would be grateful if you would confirm receipt of this acceptance. If you have any queries or require any further information please do not hesitate to contact me. We look forward to working with Rainmaker Solutions.

Yours sincerely

[REDACTED]

[REDACTED]

## Commercial Manager

For and on behalf of the Secretary of State for Communities and Local Government acting through the Planning Inspectorate