

**Arch Consulting Ltd**

The Mews, Elliott Road,  
Chiswick, London W4 1PF.

Date: 24 March 2017

Procurement ref: CPD04/117/145

Dear Sir/Madam,

**Award of contract for the supply of eForms Services**

Following your proposal dated 7 March 2017 for the supply of eForms Services to the Department for Communities and Local Government (DCLG) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Department for Communities and Local Government (DCLG) as the Customer and Arch Consulting Limited 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 DCLG offices, High Trees, Hillfield Road, Hemel Hempstead, Hertfordshire HP2 4XN.
- 1.2. The charges for the Services shall be as set out in the proposal dated 7 March 2017. The total contract value shall be for £38,127.00 excluding VAT.
- 1.3. The specification of the Services to be supplied is as set out within the Supplier’s response dated 7 March 2017, email dated 6 March 2017 and Services Agreement.
- 1.4. The work will be commence as soon as possible and be completed as agreed with the customer.
- 1.5. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	DCLG
REDACTED	Arch Consulting Limited

- 1.6. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: DCLG FSSD CP2P Team, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead HP2 4XN. Within 5 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. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number and details of the service. Non-compliant invoices will be returned, which may lead to a delay in payment.

## 3. Liaison

For general liaison your contact will be REDACTED

Please confirm your acceptance of the award of this contract by signing and returning a copy of this letter to REDACTED, pdf is acceptable. 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  
(DCLG) ("the Customer")

Name: REDACTED

Signature:

Date:

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

Signed for and on behalf of Arch Consulting Limited ("the Supplier")

Name: REDACTED

Job Title:

Signature:

Date: