



Department for Levelling Up,  
Housing & Communities

OFFICIAL - SENSITIVE

Locality  
33 Corsham Street  
London  
N1 6DR

22nd May 2024

Contract Number: CPD/004/117/081

Dear Contractor,

**CONTRACT FOR THE 2018–2022 NEIGHBOURHOOD PLANNING SUPPORT SERVICES**

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

DLUHC will accept a signed Word or PDF version.

I look forward to hearing from you.

Yours faithfully,

**[Redacted]**



### **AMENDMENT TO CONTRACT**

The details contained in this document form a binding amendment to the Contract referenced below between the Contractor and the Secretary of State for the Department of Levelling Up, Housing and Communities ("DLUHC"), formerly the Ministry of Housing, Communities and Local Government ("MHCLG").

Contract title : Contract for the 2018-2022 Neighbourhood Planning Support Services

Contract reference : CPD/004/117/081

Purchase order no. : 4500334419

Contractor : Locality

Amendment no. : 17

Effective date of amendment : 1st April 2024

#### **Summary of amendment:**

- 1) The full range of fixed cost support elements are extended for a further 12 months (until 31<sup>st</sup> March 2025) in order to allow the issuing of new grant and commissioning of new technical support throughout 2024-25. A maximum Budget for variable support elements (grants and technical support) commissioned in 2024-25 (Year 7) is set out at Appendix 1. The maximum charges for fixed cost services delivered in 2024-25, and individual technical support packages commissioned in 2024-25 are set out at Appendix 2.
- 2) The provisional Supplier Exit Plan & List of Key Personnel for the Tail-End period, as set out in Appendix 3, are added to 'Appendix D1 Contractor's Tender'. Any changes required to the Supplier Exit Plan by either party shall need to be implemented via a further Variation.
- 3) The fixed cost services relating specifically to the 'Tail-end' period and supplier Exit Plan set out in Appendix 3 are re-profiled to cover the extended contract period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026, as set out in Appendix 4. The purpose of these services is to enable the completion of technical support packages signed off by DLUHC prior to 31st March 2025, and also including outstanding technical support commissioned in previous years. For the avoidance of doubt, the costs set out in Appendix 4 relate to delivery of relevant 'Tail-end' services set out in Appendix 3, with Appendix 3 being part of 'Appendix D1 Contractor's Tender' accordingly. Any changes required to the Tail-end Fixed Costs 2025-26 shall be implemented via a further Variation.



**Details of amendment:**

**A) Revised Contract Value**

- (i) In this variation, Grant and Technical Support issued in Years 1 – 6 is reconciled back to actuals (see Appendix 1 Part A), resulting in a reduction of £622,566 from the CV16 starting point value.
- (ii) The variation then adds a maximum of £7,899,647 of new funding for Year 7 and the extended 12-month (Year 8) Tail-End period (see Appendix 1 Part B).
- (iii) This results in a net addition of £7,277,081 for the contract variation (see Appendix 1 Part C).
- (iv) The prices for Technical Support packages signed off in 2024-25 are set out in Appendix 2: Addition of 2024-25 to Price Schedule (ANNEX C) which is in addition to the existing Price Schedule (Annex C).
- (v) The Fixed Costs in 2024-25 will be £544,169.60 as set out at Appendix 2: Addition of Fixed 2024-25 to Price Schedule (ANNEX C) which is in addition to the existing Price Schedule (Annex C).
- (vi) The Tail-end Fixed Costs 2025-26 will be £432,165.10 as set out at Appendix 4: Addition of Tail-end Fixed Costs 2025-26 to Price Schedule (ANNEX C) which replaces 'Appendix 4: Addition of Tail-end Fixed Costs 2024-25' of the existing Price Schedule (Annex C), as previously inserted under Amendment No.16.
- (vii) Exit Strategy: A Supplier Exit Plan, including a specific list of Key Personnel for the Tail-end period (Apr 2025 - Mar 2026), is set out at Appendix 3: Supplier Exit Plan & List of Key Personnel for Tail-end. For the avoidance of doubt, any changes required to the Supplier Exit Plan shall be implemented via a further Variation.

**B) Revised Contract Term**

(i) Delete:

The "Effective Date" of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the "Commencement Date") and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG then extended the provision of fixed cost services for an additional 12-month period via Contract Amendment 14, and increased variable costs within Year 5 in Contract Amendment 15.



DLUHC, formerly MHCLG, has in this contract amendment (Contract Amendment 16):

extended the variable services and costs for 12 months across 2023-24 (Year 6).

extended all fixed costs for 12 months across 2023-24 (Year 6).

added a requirement for Tail End Fixed Costs 2024-25 related to WP1 and extended the contract for an additional 6-month period to enable the contract to be brought to a close.

The contract shall terminate on the 30th September 2024.

Insert:

The "Effective Date" of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the "Commencement Date") and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG then extended the provision of fixed cost services for an additional 12-month period via Contract Amendment 14, and increased variable costs within Year 5 in Contract Amendment 15. DLUHC, formerly MHCLG, then extended the variable and fixed services and costs for 12 months (Year 6), and added a Tail End fixed cost period of 6-months (Year 7) in Contract Amendment 16, with the Contract terminating on 30<sup>th</sup> September 2024.

DLUHC has, in Contract Amendment 17:

1. Extended the variable services and costs for 12 months across 2024-25 (Year 7).
2. Extended all fixed costs for 12 months across 2024-25 (Year 7).
3. Extended and reprofiled the requirement for Tail End services and related Fixed Costs across 2025-26 (Year 8) to enable the Contract to be brought to a close.
4. The Contract shall terminate on the 31<sup>st</sup> March 2026.

**C) Revised ANNEX A Specification**

(ii) Delete:

4.27. The Contractor shall, in accordance with the eligibility requirements set out under paragraphs 4.34 to 4.39 and 4.46 to 4.50, devise suitable criteria, processes and timescales for assessing the grant and Technical Support applications. With the exception of the interim implementation period for grant applications described



in paragraphs 4.78 to 4.80, all content for grant and Technical Support application forms and any guidance on completing the forms shall be provided by the Contractor. The Contractor shall work with the Grant Administrator and DCLG to agree final versions of the forms, so that all forms and associated guidance are ready for publication on the Contractors Portal by no later than 1st April 2018, in order to support the full implementation and opening of the 2018-2022 grant and Technical Support service.

Insert:

4.27. The Contractor shall, in accordance with the eligibility requirements set out under paragraphs 4.34 to 4.39 and 4.46 to 4.50, devise suitable criteria, processes and timescales for assessing the grant and Technical Support applications. DLUHC may require the criteria for assessing applications to include the prioritisation of applications which align with such departmental policies and priorities as DLUHC may reasonably specify. Any prioritisation criteria must be agreed by DLUHC before being applied to applications. The Contractor shall review the operation of any prioritisation criteria as part of the arrangements for the supervision of the service. In specifying priorities DLUHC are to have regard to the cost and resourcing implications for the Contractor and desirability of avoiding changes to the application, screening or diagnostic processes. Any priorities requiring such changes should seek to keep those changes to the minimum required level and must be agreed between the parties with sufficient notice for implementation. With the exception of the interim implementation period for grant applications described in paragraphs 4.78 to 4.80, all content for grant and Technical Support application forms and any guidance on completing the forms shall be provided by the Contractor. The Contractor shall work with the Grant Administrator and DLUHC to agree final versions of the forms, so that all forms and associated guidance are ready for publication on the Contractors Portal by no later than 1st April 2018, in order to support the full implementation and opening of the 2018-2022 grant and Technical Support service.

## **D) Revised Pricing and Invoicing**

(i) Insert:

Payment for new technical support package services (commissioned between 1 April 2024 and 31 March 2025) shall be in accordance with Appendix 2: Addition of 2024-25 to Price Schedule (ANNEX C) which is an addition to the existing Price Schedule (Annex C). Any technical support packages commissioned before 31 March 2024 (as signed off by DLUHC) shall be paid in accordance with the unamended existing Price Schedule (Annex C).

For each Technical Support package that DLUHC has signed off, DLUHC shall pay 50% of the agreed cost in advance and the remaining 50% of the agreed cost of each package on issue of the Package Completion Report.

(ii) Insert:



Payment for Fixed Costs in 2024-25 shall be in accordance with Appendix 2: Addition of 2024-25 to Price Schedule (ANNEX C), which is an addition to the existing Price Schedule (Annex C).

(iii) Insert:

Payment for Tail-end Fixed Costs 2025-26 services shall be in accordance with Appendix 4: Addition of Tail-end Fixed Costs 2025-26 to Price Schedule (ANNEX C), which replaces 'Appendix 4: Addition of Tail-end Fixed Costs 2024-25' of the existing Price Schedule (Annex C), as previously inserted under Amendment No.16.

**E) Revised ANNEX C – Price Schedule**

(i) Insert:

Contract Amendment 17 Appendix 2: Addition of 2024-25 to Price Schedule (ANNEX C).

(ii) Delete:

Contract Amendment 16 Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C).

(iii) Insert:

Contract Amendment 17 Appendix 4: Addition of Tail-end Fixed Costs 2025-26 to Price Schedule (ANNEX C).

**F) Revised Appendix D1 Contractor's Tender**

(iv) Insert:

Contract Amendment 17 Appendix 3: Supplier Exit Plan & List of Key Personnel for Tail-end

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Contract value prior to amendment:	£47,567,387 (inc. VAT) (inclusive of Amendment Nos.1-16)
Maximum value of this amendment:	<b>£7,899,647</b> (incl. VAT)
Revised maximum value of Contract:	<b>£54,878,808</b> (inc. VAT)



Department for Levelling Up,  
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Terms and conditions : All other terms and conditions remain the same for this Contract.

FOR AND ON BEHALF OF THE <b>SECRETARY OF STATE FOR THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES</b>	FOR AND ON BEHALF OF THE <b>CONTRACTOR</b>
Name: <b>[Redacted]</b>	Name: <b>[Redacted]</b>
Title: <b>[Redacted]</b>	Title: <b>[Redacted]</b>
Signed: <b>[Redacted]</b>	Signed: <b>[Redacted]</b>
Date: 22.05.24	Date: 22.05.24



## **Appendix 1: Contract Value & Indicative Budget 2024-25**

**CV16 position (which is starting point)**  
[Redacted]

**Part A - Reconciliation back to Actuals**  
[Redacted]

**Part B – Adding new support**  
[Redacted]

**Part C – Final position**  
[Redacted]





**Appendix 2: Addition of 2024-25 to Price Schedule (ANNEX C)**

Incorporating fixed costs and technical support for 2024-25 (Year 7).

**[Redacted]**

**Appendix 3: Draft Supplier Exit Plan & List of Key Personnel for Tail-end.**

**[Redacted]**

**Appendix 4: Addition of Tail-end Fixed Costs 2025-26 to Price Schedule (ANNEX C)**

**[Redacted]**