



The Planning Inspectorate

Finance & Commercial
4C Eagle Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

Direct Line: 0303 444 5459
e-mail: julie.oakes@pins.gsi.gov.uk

Restricted Commercial

Paul Harris
Regional Sales Director
Penna

Our Ref: PINS 17/2/715

Date: 8th August 2016

Sent by email to:
Paul.harris@penna.com

Dear Paul,

CAREER TRANSITION SERVICES CONTRACT NUMBER PINS 17/2/715 ACCEPTANCE

1. On behalf of the Planning Inspectorate, I am pleased to confirm that we wish to enter into a contract with Penna for the provision of Career Transition Services.
2. This acceptance letter and the documents listed below form a binding contract between you and the Planning Inspectorate:
 - a) The Planning Inspectorate's Statement of Requirements dated 15th July 2016;
 - b) Your proposal & costs schedule dated 29th July 2016 ; and
 - c) HM Revenue & Customs Terms & Conditions of Contract for
Civil Service Resourcing
Resourcing Services Framework
Lot 6 - Career Transition Services

Duration of the contract

3. The contract will be for a period of 1 year from 8th August 2016 to 7th August 2017 with an option to extend for a further 1+1 years, subject to performance and business need.

Firm Costs

4. Your services will be provided in line with the costs submitted with your proposal dated 29th July 2016.

Contract manager & Lead Business User

5. I am the Contract Manager and Sarah Hughes is the Lead Business User and your day-to-day contact. Sarah's contact details are as follows:

Tel: 0303 444 5112
E-mail: sarah.hughes@pins.gsi.gov.uk

Kick off Meeting

6. You are invited to a Kick Off Meeting at 10am on Thursday 11th August 2016 in Temple Quay House, I would be grateful if you could please confirm your attendance as soon as possible.

Purchase order number & invoicing

7. So that we can set you up on our finance system, please complete the attached SAP7B form. We are unfortunately unable to raise any purchase orders or pay any invoices until we have received this form so I would be grateful if you could please complete and return as soon as possible.

8. A purchase order number will be provided and it is essential that it is quoted on relevant invoices.

9. Please send all invoices:

by e-mail to: CLGInvoices@communities.gsi.gov.uk

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

by post to: The Planning Inspectorate
C/O DCLG FSSD CP2P Team
High Trees
Hillfield Road
Hemel Hempstead
Herts HP2 4XN

10. Failure to comply with these instructions may result in a delay in receiving payment.

11. I would be grateful if you would confirm receipt of this acceptance by return. If you have any queries or require any further information please do not hesitate to contact me.

Yours sincerely

Julie Oakes

Julie Oakes MCIPS
Commercial Manager

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