



RSM Consulting Ltd

Redacted

Attn: **Redacted**

Redacted

Date: 12th April 2018

Procurement ref: CCCS18A02

Dear Redacted,

Award of contract for an analysis of Build-Out on Land Sold by Central Government (2011-2015)

Following your tender/proposal for the supply an analysis of the determinants of build-out on land sold by the previous Public Sector Land for Housing programme (2011-15) to the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to advise that we would like to award you the contract. 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 MHCLG as the Customer and RSM 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 at **the Suppliers' address RSM Consulting Ltd, Redacted**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £77,600.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 23rd April 2018 (the "Start Date") and the Expiry Date shall be 22nd June 2018 *the contract will end unless extended or subject to early termination*. The Authority reserves the option to extend the contract by 1 period of 2 Months
- 1.5. The address for notices of the Parties are:

Customer

Supplier



Redacted

Public Sector Land
MHCLG
Fry Building
2 Marsham Street
Westminster
London
SW1 4 DF
Attention: Senior Policy Advisor

Redacted

RSM Consulting Ltd
Redacted

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

Name	Title/Role
Redacted	Senior Policy Advisor
Redacted	Head of Public Sector Land for Housing Team

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy/ and environmental policy are within Annex 3.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Ministry of Housing, Communities & Local Government; Invoice Processing Team; Finance Shared services Division; High Trees; Hillfield Road; Hemel Hempstead; Herts; HP2 4XN. 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.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to CLGInvoices@communities.gsi.gov.uk or by telephone 0303 444 2300 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be **Redacted**, or, in their absence, **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 via the e-portal **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 **MHCLG** (“the Customer”)

Name: **Redacted**

Head of Procurement Corporate Pillar

Signature:

Date: 10th May 2018

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

Signed for and on behalf of RSM Consulting Ltd (“the Supplier”)

Name: **Redacted**

[insert job title]

Signature:

Date: 11th May 2018