

Ben Rowlands
Tribal Group
87-91 Newman Street
London
W1T 3EY

Russell Colley
Strategic Analysis Unit
8/H10 Eland House
Bressenden Place
Victoria
London SW1E 5DU

Direct Line: 020 7944 3278
Russell.colley@communities.gsi.gov.uk
Purchase Order Ref: ANS020355

4 August 2009

Dear Ben,

RESEARCH CONTRACT ANS020355

**TITLE: TOTAL PLACE - SUPPORT AND ANALYSIS OF SPEND COUNT, PATHWAYS
AND "DEEP DIVE"**

1. On behalf of the Secretary of State, of the Department for Communities and Local Government ("Department"), I accept your organisation's tender of 16 July 2009, as revised in post-tender negotiations. This letter and the documents listed below will together form a binding contract between your organisation and this department:

- (i) The Department's Form of Tender.
- (ii) Conditions of Contract for Services under Framework Agreement A217835/L2.5.
- (iii) Your tender of 16 July 2009, as revised in post-tender negotiations.
- (iv) Specification
- (v) Price Schedule

2. The maximum fixed price for this contract will be **£218,237.50, plus VAT**, (see Schedule 1).

3. Payment of Invoices

Payment will be on completion of key milestones as set out in Schedule 1.

Following prior agreement with the Department's Contract Manager, invoices should be sent directly to our central processing team at:

Communities & Local Government
FSSD CIP Team
Hempstead House Zone 2/10
2 Selden Hill
Hemel Hempstead
Herts, HP2 4XN

It would be appreciated if you could please quote our Purchase Order/reference number (ANS020355) and the contract title, on all correspondence and on submission of invoices. Please include relevant receipts for any claims for Travel & Subsistence.

4. Start and Completion Dates

The work should start on **5 August 2009**. The completion date for the work is **30 November 2009**. The contract will be completed on acceptance of the final outputs.

5. Contract Managers

The Contractor's Contract Manager is Ben Rowlands. The Department's Contract Manager is Jonathan Rhind (tel. 020 7944 2956) or e-mail: jonathan.rhind@communities.gsi.gov.uk.

6. If you have any queries on the interpretation of any of the terms and conditions of this contract, please let me know.

7. Please acknowledge receipt of this letter by signing and returning the attached copy.

Yours sincerely

Russell Colley
STRATEGIC ANALYSIS UNIT

Signature

Date

on behalf of

SCHEDULE 1

VAT. It is understood that the work by the contractor under this contract is standard rated. All amounts specified in this contract are therefore exclusive of VAT payable by the Department in respect of that supply. (Note - the contractor should not include any VAT on his invoices which is payable by him to his suppliers in respect of any item.).

Date	Milestone	Amount
10 August 2009	Initial set-up & on-going project management	
By 25 September 2009	High level spend mapping plus review of government departments spending programmes	
By 16 October 2009	Deep Dive analysis	
By 6 November 2009	Analysis and presentation of findings	
By 20 November 2009	Communicating the findings	
Total		£218,237.50