

Keep Britain Tidy
Elizabeth House
Wigan
WN3 4EX

Our ref: 27214
Your ref:
Date: 20 December 2019

FAO: [REDACTED]

Dear [REDACTED]

Ref: 27214
Title: Natural Course LIFE 14 IPE/UK/000027 RBMP NWRBD-UK - Macro Plastics North West

I am pleased to inform you that the Environment Agency hereby accepts your tender dated 8 November 2019 in respect of the above contract, subject to final agreement of contract terms. The contract shall be carried out in accordance with:

This contract award letter
Our ITT documents published 14 October 2019
Your response dated 8 November 2019
Your clarification (Programme) dated 22 November 2019

The rates, partner contribution and estimated price for this contract is as follows:

Description	Hours	Individual Cost £	Cost £
Objective 1i: Baseline Research			
STAFF TIME			
Project Manager: Research, analysis, report writing	[REDACTED]	[REDACTED]	[REDACTED]
T&S			
Project Manager – catchment walkover			[REDACTED]
SUB-CONTRACTOR			
Infographic and map design and print			[REDACTED]
Objective 1ii: Targeted Campaign			
STAFF TIME			
Project Manager: campaign development and delivery	[REDACTED]	[REDACTED]	[REDACTED]
Insights and Research team	[REDACTED]	[REDACTED]	[REDACTED]
Communication Director: Communication Plan development	[REDACTED]	[REDACTED]	[REDACTED]
Volunteering Manager	[REDACTED]	[REDACTED]	[REDACTED]

T&S			
Project Manager			
Insights and Research Team			
MATERIALS			
Physical campaign collateral			
Clean up kit provision for events			
Pop-up event kit			
EVENTS			
Qualitative research			
SUB-CONTRACTOR			
Campaign digital assets			
Objective 2i: Web Resource Design and Implementation			
STAFF TIME			
Project Manager: Literature review, cataloguing and indexing			
Project Manager: Web design, specification and testing			
Communications Director: Media launch plan			
Marketing Manager: Social media plan			
IT ASSETS			
Web design and build			
Objective 2.ii: Website Maintenance			
IT ASSETS			
Hosting and maintenance including critical updates for 5 years			
Project Management/Administration Costs			
STAFF TIME			
Project Executive Open/Closing meeting			
Project Manager – progress assessment and reporting, email and phone updates, meetings			
CONTINGENCY			
Contingency			

Additional match funding / in kind contribution (deduct from final project cost):			
Quarterly website review and update for years 3 to 5	■	■	■
Total Project Cost £			69,848

These rates will form the basis of calculating costs for the project as it is developed. Final costs for must be agreed by the Project Manager as task content is confirmed.

The contract is awarded for an initial period of 24 months from 2 January 2020 to 31 December 2021 to deliver the campaign objectives and the design and implementation of the web resource. It is expected that the web resource will be implemented during this period. The web resource maintenance element of the contract will continue for a period of 60 months from website implementation at which time the final contract end date will be confirmed. Any additional extension requests and subsequent prices will be agreed in writing by both parties.

The Purchase Order number will be issued by the Environment Agency PM at contract start-up. We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to:

SSCL
Environment Agency
PO BOX 797
Newport
Gwent
NP10 8FZ

Invoices not containing the correct Purchase Order number will mean we are unable to process them and they will be returned to you.

This contract will be managed on behalf of the Environment Agency by Alison Whalley (alison.whalley@environment-agency.gov.uk; tel: 0203 025 1220). The contract reference and title given above should be quoted on all correspondence.

The contract will be governed by the Environment Agency Standard Collaborative Agreement

Please acknowledge receipt of this letter and confirm your acceptance once the Collaborative Agreement has been received and accepted.

Yours sincerely



Carol Caddick
Senior Commercial Officer
DgC | Environmental Goods & Services Team
Email: carol.caddick@environment-agency.gov.uk
Telephone: 0203 02 50451

Receipt and acceptance of award for Natural Course LIFE 14 IPE/UK/000027 RBMP NWRBD-UK - Macro Plastics North West, as per the Environment Agency's award letter of 20 December 2019 acknowledged for supplier name by:

Name:

Signature:

Date: