

JBA Consulting  
1 Broughton Park  
Old Lane North  
Broughton  
SKIPTON  
BD23 3FBD

Our ref: C20129/C20543

Your ref: [REDACTED]

Date: 11 August 2023

FAO: [REDACTED]

Ref: C20129 (Contract Ref. C20543)  
Title: CSF-HYPE Technical Support 2023-24

Dear [REDACTED]

I am pleased to inform you that the Environment Agency hereby accepts your proposal dated 24 May 2023 in respect of the above contract.

The contract shall be carried out in accordance with:

This contract award letter

Our Specification: C20129 CSF-HYPE Technical Support 2023-24 Specification\_v0.3

Your proposal: [REDACTED] dated 24 May 2023

The Contract Price for the services to be provided will be as set out in your proposal.

This Contract Price will remain fixed for the stated Contract Period.

The Contract Period will be 1 August 2023 to 31 March 2024.

Purchase Order numbers will be issued by the Environment Agency following completion of the contract award. We will require you to quote the correct Purchase Order number 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 Agency by:

Contract Supervisor: [REDACTED]  
[REDACTED]

The Contract will be governed by the attached Environment Agency Standard Terms - Services. Please check the details in the Appendix section are correct before confirming your acceptance or advise if you consider any amendments are required.

The contract reference C20543 and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by completing the signature process using the eSourcing portal link provided.

The Contract Supervisor will contact you once I have received your acceptance to arrange a project start-up meeting at a mutually convenient time.

The Prior Rights Schedule for this contract is attached. Please review the Rights held by the Agency to confirm all the data being used in the project is listed and complete the section for Contractor's Rights. The completed form should be returned to the Contract Supervisor and kept updated throughout the project.

Yours sincerely

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Receipt and acceptance of award for the above contract, as per the Environment Agency's award letter of 11/08/2023 acknowledged for JBA Consulting by:

Name: [REDACTED]

Signature: [REDACTED]

Date: 17/8/2023