## creating a better place for people and wildlife



Jeremy Benn Associates Limited (t/a JBA Consulting)

Our ref: ecm\_60948

Your ref:

Date: 22nd March 2021

Dear

Project Ref: project\_32113 Contract Ref: ecm\_60948

Title: Delivery of the Strategic and Tactical Incident Management Training Further Competition Lot 1 from the Incident Management Training and Exercise Framework Ref: 29134

I am pleased to inform you that the Environment Agency hereby accepts your tender dated 18th March 2021 in respect of the above contract. The contract shall be carried out in accordance with:

This contract award letter dated 22nd March 2021 Our request for Quotation date: 12th February 2021

Your response received dated: 18th March 2021(Appendix 1)

The contract is awarded for an initial period of 24 months from 15th March 2021 to 14th March 2023. There are 2(Two) further 12 month extension options available, subject to business requirement, performance and price. All extension requests and subsequent prices will be agreed in writing by both parties.

The Purchase Order number is: (enter purchase order here). We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to

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

. The contract

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

The contract will be governed by the IMTE Framework ref: 21934 terms and conditions.

Execution of this Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000.

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. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of JBA Consulting Ltd within 7 days by Monday 29th March 2021.

Yours sincerely

Senior Commercial Officer Learning and Development Category Lead – Corporate Solutions – Workforce Defra group Commercial (DgC)

Appendix 1

Q21-0345 Direct Award - IM Training