



Department
for Environment
Food & Rural Affairs

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Sortition Foundation
32 Gilbert Close
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Our ref: 31336
Date: 09/11/2020

Dear Sir/Madam

Award of contract for the supply of Citizens Jury Events – Jury Selection

Following your proposal for the supply of Citizens Jury Events – Jury Selection to Environment Agency, we are pleased to award this contract to you.

This letter (Award Letter) and its Annex set out the terms of the contract between Environment Agency as the Authority and Sortition Foundation 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The charges for the Services shall be as set out in Annex 1 the Supplier’s proposal
2. The specification of the Services to be supplied is as set out in Annex 2
3. The Term shall commence on 09/11/2020 and the Expiry Date shall be 31/03/2021
4. The Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction

(whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to [REDACTED]. Within [10] working days of receipt of your countersigned copy of this letter, we 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED]

Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED]
[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. The [Authority] would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Sortition Foundation as soon as possible.

Yours faithfully,

[REDACTED]

[REDACTED]

[REDACTED]

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

Annex 2 -

Rethinking Water: Citizens' Jury Selection

Specification

1. Background to the Requirement

We need to change how we think about water and we need to do it now. If we do not, the climate crisis, population growth, and the way we use our land is going to make managing water, and balancing the needs of wildlife with ours, an impossible task. Water security is one of the most pressing societal challenges globally, affecting over 700 million people in 43 countries and it is predicted to affect up to 1.8 billion people by 2025.

Research has demonstrated that one of the primary effects of climate change is the disruption of the water cycle through changing precipitation patterns, increased drought and increased flooding. These changes will soon start to impact on more and more aspects of everyday life and planning, from the availability of drinking water supplies through to sanitation and food and energy production.

However, our water environments are already being actively challenged even before the long term impacts of climate change are mitigated or experienced in full. Data collection suggests that overall improvement in water quality is levelling off and continued improvements will be difficult to achieve.

To continue to protect and restore our environment, it is crucial to engage the wider population in place-based management to shape practices and deliver changes in behaviour.

To help us achieve this, we plan to stimulate engagement through running a series of "Citizens' Juries" in three locations in England. This will also help us understand the ways in which people value water Enable influencers to understand the shape of local climate action, by providing insight into what people want in rural, urban and at national scales;

and, provide a mandate to make change happen by developing principles and recommendations for local environmental action within the context of climate resilience.

Citizen juries in common with other deliberative processes, are a great tool for engaging diverse groups of people to make recommendations on complex issues. These will provide us nationally with insight into what people want at a locally in these places and at a national scale. We anticipate enabling the participants of the three citizen juries to report their recommendations directly to the Environment Agency board or senior leaders. The Environment Agency will then cascade the recommendations to local partners enabling new, targeted actions specific to their individual climate delivery frameworks. Finally, changes that are needed through policy or legislation will also be adopted by the Environment Agency nationally.

2. Specific Objectives/Deliverables

The purposes of this fixed term contract are to identify, select and recruit members of the public (jurors) to take part in one of three Citizens' Juries and to provide contact details of those recruited to the Environment Agency.

The organisation, planning and delivery of the jury sessions will be managed separately by the Environment Agency and does not form part of this contract.

Each event will require Jurors to be selected from a specific geographical location, as follows:

Jury	location
1	Durham and surrounding area (Don catchment)
2	Leeds and surrounding areas (Ilkley)
3	Chilterns or Hertfordshire

Jurors must:

- be randomly selected;
- be representative of the local community;
- have had the purpose and aims of this Citizens' Jury explained to them; and
- be willing and able to take part throughout the entire Citizens' Jury process

Deliverables and actions:

- to identify, select and recruit at least 20 members of the public to play an active role in each of the three Citizens' Juries
- in adherence with GDPR policy, to pass the contact details for each juror on to the Environment Agency;
- to seek clearance from the Environment Agency before sending any related communications out to members of the public
- to provide the Environment Agency with regular updates on progress and to raise any risks or issues that emerge during the selection and recruitment process

3. Timescales/Deadlines

Our aim is to run these events in sequence within this current financial year. Jurors for the first event will need to be selected and recruited and their contact details passed to the Environment Agency for the first jury to start in late November/ December 2020.