



Our Ref: 21137/Call off  
Date: 1<sup>st</sup> July 2021

Wilson Sherriff



Attn: [REDACTED]

Dear [REDACTED],

Ref: Further Competition under Contract ref: Project\_33227  
Title: Engagement and Communications for the RSP

The Environment Agency are pleased to award you the above referenced project following a further competition under Project\_33227. The Environment Agency accepts your proposal for the above services based on the following:

This contract award letter and its Annexes set out.  
Our invitation to tender dated 10<sup>th</sup> June 2021  
Your response received on 24<sup>th</sup> June 2021  
Pricing Schedule received on 24<sup>th</sup> June 2021 (Annex 1) (Inserted into Annex 1)

The project shall commence on 1<sup>st</sup> July 2021 and will end on 31<sup>st</sup> March 2022 with the provision if instructed by the Environment Agency to allow with agreement from Wilson Sherriff up to an optional 3 month extension of this contract with the latest contractual date 30/06/22 and the agreed price of £89,550.00 shall be fixed for the project duration.

We will require you to quote the Purchase Order reference, to be advised later, on all invoices to ensure timely payment. Invoices should be sent to [REDACTED]

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

This Project will be managed on behalf of the Environment Agency by [REDACTED], phone: [REDACTED], email: [REDACTED] and [REDACTED] will be your first point of contact for all non-contractual day to day enquiries. The Project reference and title given above should be quoted on all correspondence. A start up meeting will be arranged shortly to discuss the project.

As this is a Call-off project under the Stakeholder and Engagement and Facilitation Services, reference project 21137, it is governed by the process outlined to you during our tendering process for the Framework along with the Terms and Conditions.

Please sign and return a copy of this letter to confirm receipt and acceptance of the above. We look forward to working with you on this Project.

Yours faithfully,

[REDACTED]

Senior Category Officer  
Defra Group Commercial

Email: [REDACTED]

Telephone: [REDACTED]

Receipt and acceptance of award for the above Project, as per the Environment Agency's award letter of 20/09/2017 acknowledged for **Wilson Sherriff** by:

Name: [REDACTED]

[REDACTED]

[REDACTED]

Defra Group Commercial

[REDACTED]

## Annex 1 – Pricing Schedule

Task No.	Consultant Name	Day rate	No of days	Cost
<b>Facilitation plans and facilitation</b> 1.1 RSP / RFCC workshop 1.1 Collaborative scoping workshops 1.3 Development workshops to prepare transition from business case into delivery 1.4 One to one interviews and catch up sessions				
<b>Innovative engagement activities</b> 2.1 Deepening engagement through use of technology 2.2 Citizen involvement through deliberative processes 2.3 Other engagement activities				
<b>Lead on design and development of an Engagement and Communication Plan</b> 3.1 Working with Adaptive Planning Group and RSP Board to review stakeholders, channels and messages 3.2 Internal engagement with EA area and national to ensure alignment including Adaptation Engagement Community of Practice 3.3 Co-produce draft plan with partners 3.4 Finalise and sign off by EA and RSP 3.5 Transition plan for engagement and communication activities from business case into delivery				
<b>Monitor the engagement route map and risk register</b> 4.1 Agree format and monitoring approach 4.2 Anchor the monitoring process 4.3 Regular reviews by project team with escalation as required	SW SW			
<b>Provide analysis and accurate reporting from workshops/interviews</b> 5.1 We are working on the basis of providing note taking for all workshops and half of the interviews – actual requirement to be confirmed once the project is under way 5.2 Analysis: ongoing analysis to feed in to development of requirements				
<b>Work with contractors to embed engagement activity into the development of the Adaptation Pathway business case and Strategy scoping.</b> 6.1 Regular project update meetings with other contractors 6.2 Supporting engagement aspects of contractor activities				

<b>Identify and lead on development of tools/materials</b> 7.1 Commissioning, quality assurance and review 7.2 Production of materials (narrative) by Wilson Sherriff team 7.3 Ongoing quality assurance of all materials				
<b>Learning log and learning pack</b> 8.1 Agree format 8.2 Align with national Adaptation approach 8.2 Anchor the monitoring process 8.3 Regular reviews by project team with escalation as required				
<b>Project management</b> 9.1 Inception meeting, stock take and agreement on engagement activities 9.2 Internal project plan for this assignment including risk register 9.3 Keep in touch meetings 9.4 Project support				
<b>Contingency</b> Given the duration and complexity of the project, with many variable elements, we are including a contingency to be called upon by agreement with the EA project lead				
<b>Travel costs</b> As outlined, we propose largely digital delivery. However we have included a contingency for travel to be charged against actual costs.				
<b>Total</b> Excluding VAT <b>£89,550</b>				

[REDACTED]

## Annex 2 – Task Quotation Sheet



RSP engagement  
Wilson Sherriff final.docx