

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment dated Tuesday 14th December 2021 is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CCZZ21A32
From:	Department of Levelling Up, Housing and Communities (DLUHC) ("Customer")
To:	ICF Consulting Services Ltd ("Supplier")

Effective Date:	Wednesday 15 th December 2021
Expiry Date:	End date of Contract Period Tuesday 31 st May 2022.

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: · the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B;
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Key Individuals:	Customer: REDACTED - Principal Analyst REDACTED - Strategy Team Leader Supplier: REDACTED - Project Director
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Guarantor(s)	N/A
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Contract Charges (including any applicable discount(s), but excluding VAT):	The total Contract value is £49,800.00 Exc VAT.
Insurance Requirements	<p>Public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of one million pounds (£1,000,000.00) for each individual claim</p> <p>Employers' liability insurance with a minimum limit of indemnity as required by Law</p> <p>Professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of one million pounds (£1,000,000.00) for each individual claim.</p>
Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms)
Customer billing address for invoicing:	CP2P Team REDACTED

GDPR	Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
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FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

For and on behalf of the Customer:

Name and Title: REDACTED

Name and Title: REDACTED

Signature: REDACTED

Date:

Signature: REDACTED

Date:

ANNEX A

Customer Project Specification

1. PURPOSE

- 1.1. The Department for Levelling up, Housing and Communities (DLUHC) (hereafter referred to as “The Customer”) wishes to commission an evaluation of the Local Resilience Forum (LRF) Funding Pilots.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

Local Resilience forums

- 2.1. Local Resilience Forums (LRFs) are non-statutory multi-agency partnerships that comprise senior representatives of local responder organisations that prepare for and respond to emergencies. There are 38 LRFs in England, with separate arrangements for the Devolved Administrations.
- 2.2. These organisations are identified and defined in the [Civil Contingencies Act 2004](#). The Act divides local responders into 2 categories, imposing a different set of duties on each.
- 2.3. Part 1 of the Act and supporting Regulations and statutory guidance [‘Emergency preparedness’](#) establish a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level.
- 2.4. Those in Category 1 are organisations at the core of the response to most emergencies (the emergency services, local authorities, NHS bodies). Category 1 responders are subject to the full set of civil protection duties. Category 1 responders will be required to:
- a) assess the risk of emergencies occurring and use this to inform contingency planning
 - b) put in place emergency plans
 - c) put in place business continuity management arrangements
 - d) put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
 - e) share information with other local responders to enhance co-ordination
 - f) co-operate with other local responders to enhance co-ordination and efficiency
 - g) provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

- 2.5. Category 2 organisations (the Health and Safety Executive, transport and utility companies) are 'co-operating bodies'. These are less likely to be involved in the heart of planning work, but will be heavily involved in incidents that affect their own sector. Category 2 responders have a lesser set of duties - co-operating and sharing relevant information with other Category 1 and 2 responders.
- 2.6. Category 1 and 2 organisations come together to form 'local resilience forums' (based on police areas) which will help co-ordination and co-operation between responders at the local level. For more on what LRFs do and contact details for each, see the guide on 'Local resilience forums: contact details'.
- 2.7. Further guidance about how the government prepares and plans for emergencies, working nationally, locally and co-operatively to ensure civil protection in the UK, [can be found here](#).

Resilience and Recovery Directorate, Department for Levelling up, Housing and communities (DLUHC)

- 2.8. The Resilience and Recovery Directorate (RED) act as the primary interlocuter between Local Resilience Forums and Her Majesties Government (HMG). RED supports LRFs partner responders to discharge the duties placed upon them under the CCA, by:
- 2.9. Ensuring effective dialogue between local and national government to shape, enhance and implement policy relevant to UK civil protection and the role of LRFs
- 2.10. Providing a cadre of dedicated and locally based Resilience Advisers to supporting LRFs to plan and prepare for civil risks by supporting partners to enhance and develop local plans and capability, to train and exercise in preparation for emergencies and to act as the key strategic liaison point between HMG and the LRF; and
- 2.11. When an emergency happens, DLUHC RED is responsible for:
 - a) Acting as government liaison with the local strategic or recovery coordinating group during the any associated emergency response (the primary objective of this liaison service is to ensure LRFs receive the support they need from central government during an emergency. This may take the form of technical or policy advice, funding, resources, or coordination of national assets).
 - b) Providing local situational awareness to central, and wider national situational awareness to local responders as appropriate; and
 - c) Establishing and maintaining immediate lines of communication between local responders and central government.
- 2.12. The Department's Resilience and Recovery Directorate also includes a Policy, Strategy and Resilience Division of civil servants whose time is dedicated to considering the future of resilience in the UK both at a local and national level. This division lead the Local Resilience Forum funding pilot on behalf of HMG.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1. In 2021 the (then) MHCLG announced a one-year LRF Funding Pilot (2021/22 financial year). The total funding available for the pilot is £7.5 million. Each LRF has received funding of between £160,000 and £245,000. A further £230,000 has been reserved for an innovation fund. All 38 English LRFs received their allocation on 1 June 2021. The Department is now The Department for Levelling Up, Housing and Communities (DLUHC).
- 3.2. The purpose of the pilot is to test the efficacy, challenges and opportunities of HMG providing a degree of central funding to English LRFs and is expected to allow each LRF to recruit strategic personnel to address local and national priorities; improve key systems or ways of working and innovate.
- 3.3. The funding pilot is one step the Customer are taking in support of the government commitment set out in The Integrated Review of Security, Defence, Development and Foreign Policy to 'consider strengthening the role and responsibilities of Local Resilience Forums (LRFs) in England'. This funding is in addition to exceptional funding The Customer provided to English LRFs and Local Authorities to support local preparation and response work relating to the end of the EU transition period and COVID-19.
- 3.4. Until now, LRFs have only received central government funding related to specific incidents (e.g. COVID-19, preparations for EU exit). Other funding is from local partners, such as Local Government or the police. This may be in the form of benefits-in-kind (use of buildings, secretariats for meetings) as well as direct funding. The LRF Funding pilots represent the first direct funding of LRFs by central government, unrelated to specific emergencies.
- 3.5. There are three strands of funding:
- 3.6. **Capacity Building:** Over £4.5 million is going towards capacity funding of £120,000 per LRF. The Contracting Customer's broad expectation is that this will be used to fund core staffing capacity to work on new strategic projects or initiatives.
- 3.7. **Capability Building:** In addition to the above, a minimum of £40,000 per LRF will be allocated based on a simple population and Index of Multiple Deprivation formula. Therefore, each LRF will receive a minimum of £160,000 of combined capacity and capability funding. This is intended to support focussed work on specific capabilities and priorities.
- 3.8. **Innovation Fund:** Provision for the sector to deliver 2/3 projects that test ideas for potential new ways of working. This will be dealt with via a separate grant determination letter at the appropriate time and further details will be provided in due course.
- 3.9. The purpose of the funding is to:
- Support LRFs to build core strategic capacity and capability.
 - Support LRFs to take an active role in developing and delivering national priorities as set out in the Integrated Review.

- Support LRFs to provide evidence to feed into the National Resilience Strategy
 - Build the evidence base of the efficacy and effectiveness of core funding for LRFs and to identify key challenges and opportunities.
- 3.10. The Contracting Customer are not specifying exactly how this funding should be used or targeted, as each LRF will want to adapt their use of the funding to their specific circumstances. LRFs will use the funding to focus on addressing key national priorities as set out in the Integrated Review and to support the development and delivery of the National Resilience Strategy.
- 3.11. The funding will deliver the following outputs:
- Allow 38 LRFs to recruit strategic personnel into each LRF secretariat function to lead on delivering HMG priorities. This may include dedicated central emergency planning and analytical capacity to bolster LRFs capacity as a key provider and user of situational awareness data and intelligence.
 - Allow LRFs to improve key systems or ways of working. This is likely to include developing local situational awareness systems, cross-regional working and greater engagement with wider civil society as part of the 'whole of society approach'.
 - A small, targeted innovation fund. LRFs will be asked to come together to propose a small number of selected innovation projects to test new ideas that we may want to feed into the wider LRF review or the HMG Resilience Strategy.

In-house monitoring and evaluation of the LRF funding pilot

- 3.12. A monitoring and evaluation strategy has been developed to answer the following highlevel research questions to test the efficacy and effectiveness of the LRF funding pilot:

3.12.1. Inputs (i.e. administration of funds by LRFs)

- 3.12.1.1. How did LRFs administer the money throughout the financial year?
- 3.12.1.2. How did LRFs decide what to spend the money on?
- 3.12.1.3. Did this funding displace existing local funding arrangements?
- 3.12.1.4. What do LRFs think about future funding?

3.12.2. Activities/Outputs

- 3.12.2.1. Did the money fund new activities?
- 3.12.2.2. Did the funded activities increase capability within the LRF (the ability to do something)?

3.12.2.3. Did the funded activities increase the capacity of the LRF (the bandwidth/ resources to actually do it)?

3.12.3. Outcomes / Impact

3.12.3.1. What outcomes have these activities delivered?

3.12.3.2. Does it change the relationship between LRFs and central government?

3.12.3.3. Did the funding represent value for money? This is discussed in paragraph 6.8, below.

3.12.3.4. Were the outcomes additive, or did the funding displace existing local funding arrangements?

3.13. The monitoring and evaluation strategy include baseline and interim data collection conducted in-house by the department, and an external commissioned element – this statement of requirement.

3.14. This external element includes in-depth interviews and cross-cutting analysis and reporting writing, drawing on the in-house surveys. This is described further in the 'Scope of Requirement' and 'The Requirement' sections.

4. DEFINITIONS

Expression or Acronym	Definition
LRF	Local Resilience Forum
SR	Spending Review 2021/22
DLUHC	Department for Levelling Up, Housing and Communities (The Customer)
RED	Resilience and Recovery Directorate (RED)
HMG	Her Majesty's Government

5. SCOPE OF REQUIREMENT

- 5.1. The purpose of the requirement is to conduct social research in support of in-house monitoring, to give the Customer robust evidence on the likely impact of the LRF Funding Pilots. This will involve:
- 5.1.1. Design, conduct and report on a series of semi-structured interviews with senior stakeholders from all Local Resilience Forums to assess the implementation, outputs, outcomes and potential longer-term impact of the LRF funding pilots.
 - 5.1.2. In addition, the appointed Supplier will produce a report and additional presentation materials (set out below) that synthesizes, triangulates and consolidates findings from the interviews with a series of in-house surveys that the Customer have conducted.
 - 5.1.3. The Supplier will use all the evidence to refine a pre-existing Theory of Change, to assess the likely impact of the Funding pilots. The Theory of Change describes the inputs, activities related to the Funding Pilots and how these are expected to improve capacity and capability of LRFS. The existing Theory of Change will be shared with the supplier at the beginning of the contract. The Supplier will also advise on the design of further surveys.
- 5.2. The 'Requirements' gives further details.
- 5.3. The evaluation strategy adopts a theory-based approach and is primarily qualitative in nature. It is not expected that the Supplier should propose a full impact evaluation using experimental or quasi-experimental methods - there are no separate treatment or control groups (all LRFs have been given the same funding and guidance).

6. THE REQUIREMENT

- 6.1. The Supplier is required to:
- 6.1.1. Design – including the development of a sampling frame - and conduct in-depth interviews
 - 6.1.2. Synthesize, triangulate and consolidate findings from all elements of the monitoring and evaluation – the in-house surveys (see paragraphs 6.5.1 and 6.5.2, below) - along with the in-depth interviews
 - 6.1.3. Use result to refine the pre-existing Theory of Change for the LRF Funding pilots
 - 6.1.4. Advise on additional data collections (e.g. further electronic surveys) linked to the theory of change. The surveys will be designed by and sent by the Customer, based on advice from the Supplier based on the findings from the interviewers. The Supplier will analyse the results of this survey along with other evidence, as outlined in 6.1.2. Suppliers should provide costings based on analysis of one in-house survey that the Customer has already conducted, and the analysis of one further survey that will be conducted by the Customer. These are short surveys of around 10 questions (requiring short text-based responses) that are completed by 38 LRFs.

- 6.1.5. Produce a draft final report, for comment by the Customer, and a final report. This will report on what has been achieved at the end of the Funding pilot year and an assessment of the likelihood of the pilots achieving longer term aims, based on the subjective views of interviewees and evidence from surveys.
 - 6.1.6. Produce and deliver a presentation of the findings from the entire LRF Pilot evaluation to a group of internal and external stakeholders, to be determined by the Customer (note this is likely to include LRFs and DLUHC Ministers). The supplier is required to price for this deliverable on the basis of delivering the presentation in-person at the Customer's premises in central London at 2 Marsham Street.
- 6.2. The in-depth interviews will focus on the research questions set out in section 6.4. These interviews are likely to be semi-structured. The wording and structure of interviews will be agreed with the appointed Supplier.
- 6.3. In-depth interviews will take place with senior LRF advisers and LRF chairs (e.g. Chief Fire Officers, Police Chiefs, Local Authority CEOs) in a sample of LRFs. The sample design / size will be agreed with the project Steering Group and the appointed Supplier - at this stage, the Contracting Customer envisage it to be with approximately 10-15 LRFs. The Supplier will propose and agree a sampling approach with the Customer – the tender response should describe the sampling approach the Supplier intends to use (which will then be agreed with the project Steering Group when the project has started). The Customer will supply contact details of participants. The Supplier will be responsible for the organisation and completion of all in-depth interviews, including contacting participants to arrange the interviews.
- 6.4. This Statement of Requirements is part of a wider monitoring and evaluation strategy for the LRF Funding pilots that will answer the following research questions:
- 6.4.1. Inputs (i.e. administration of funds by LRFs)**
 - 6.4.1.1. How did LRFs administer the money throughout the financial year?
 - 6.4.1.2. How did LRFs decide what to spend the money on?
 - 6.4.1.3. Did this funding displace existing local funding arrangements?
 - 6.4.1.4. What do LRFs think about future funding?
 - 6.4.2. Activities/Outputs**
 - 6.4.2.1. Did the money fund new activities?
 - 6.4.2.2. Did the funded activities increase capability within the LRF (the ability to do something)?
 - 6.4.2.3. Did the funded activities increase the capacity of the LRF (the bandwidth/ resources to actually do it)?

6.4.3. Outcomes / Impact

- 6.4.3.1. What outcomes have these activities delivered?
- 6.4.3.2. Does it change the relationship between LRFs and central government?
- 6.4.3.3. Did the funding represent value for money? This is discussed in paragraph 6.8, below.
- 6.4.3.4. Were the outcomes additive, or did the funding displace existing local funding arrangements?

6.5. The Customer has conducted two in-house surveys as part of the monitoring and evaluation strategy:

6.5.1. An initial (phase A) survey that establish pre-pilot baseline information on how LRFs are funded, the amount of staffing, in particular the contribution of key partner agencies (e.g. Local Authority, Police, Fire & Rescue Service). This survey was to establish a baseline against which to compare any changes seen during the pilot.

6.5.2. A second in-house survey was conducted in July-August 2021. This focussed on how LRFs intend to spend the funds: how many new staff, what new capabilities were LRFs intending to strengthen and how the LRF's operations will be improved.

6.6. The first (phase A) survey has already been fully analysed. The returns from the second survey will be shared with the appointed Supplier, who will use the results to inform the design of the interview questionnaire, and to synthesize the results from the surveys with the findings from the interviews. This survey was completed by 38 LRFs and comprised around 10 questions that required short text responses.

6.7. The Supplier will also advise the Customer on whether further surveys will aid further in answering the key research questions. The Customer expects to run one survey covering what was spent, on what, and what was delivered.

6.8. The methodology proposed by the Supplier must align with the core principles of the HMT Magenta book with respect to process and theory-based evaluations. As experimental and quasi-experimental evaluations are not possible with this evaluation, it will not be possible to derive an estimate of the net effect of the Funding pilots. Theory-based methods must therefore be used to assess whether the impact is likely to be of a size consistent with breaking even. (see sections 3.4 and 3.6 of the [HMT Magenta book](#)).

7. KEY MILESTONES AND DELIVERABLES

7.1. The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date

Interim Draft Proposal Report	Supplier to provide a written interim draft proposal on scope and method for achieving the requirements set out in this document be submitted to the Customer. This proposal should	Within 2 weeks of the contract being executed
	include the Supplier's approach to quality assuring the work. These documents should be presented on supplier stationary. This document will not be published. This should include the proposed sampling frame and topic guide for the interviews.	
Final written proposal on scope and method	Supplier to provide a final written proposal on scope and method for achieving the requirements set out in this document This proposal should include the supplier's approach to quality assuring the work. These documents should be presented on supplier stationary. This document will not be published. This should include the sampling frame and the topic guide for the interviews.	Within 3 weeks of the contract being executed
Ongoing updates and written progress report	Whilst the work is progressing, the Supplier should provide update on progress with a written progress report. This document should be presented on supplier stationary. This document will not be published.	Weekly updates (via email – no more than 1 side of A4)
Draft final report	A draft final report incorporating the findings from the depth interviews brought together with all the available evidence gathered by the Contracting Customer's in-house analysts, against each of the agreed research questions. document should be presented on supplier stationary. This document will not be published.	Mid – April 2022

Final report	Further to suggestions for refinement by the Customer, a final report will be required. This document should be presented on supplier stationary. At the discretion of the Customer, the final report may be shared with interested internal and external stakeholders.	TBC End of April 2022
Presentation of findings	A presentation of findings designed and delivered by the Supplier, to internal and external stakeholders as determined by the Customer. This is likely to include LRFs themselves and	April 2022 (date TBC)
	DLUCH Minsters. to the LRF Funding Pilot Board	

8. MANAGEMENT INFORMATION/REPORTING

- 8.1. Throughout the Contract, regular progress meetings will be required between the Supplier and the Customer, and other meetings as necessary (e.g. with LRF Funding Board). The Supplier will be expected to take on board feedback from the Customer.
- 8.2. Contract Management Arrangements:
 - 8.2.1. The Customer's Contract Manager: REDACTED
 - 8.2.2. The Customer's Analytical Lead: REDACTED
 - 8.2.3. Frequency of formal contract and progress review meetings is every four weeks
 - 8.2.4. Meetings to be undertaken using the Microsoft Teams function
 - 8.2.5. Reports to be delivered using Microsoft Office products
- 8.3. The contract will terminate upon completion of the final presentation of findings to the LRF Funding Board, and the satisfactory completion of all deliverables.

9. CONTINUOUS IMPROVEMENT

- 9.1. The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2. The Supplier should present suggested or proposed new ways of working to the Customer during Contract review meetings.
- 9.3. Changes to the way in which the Services are to be delivered must be brought to the Customer's attention and agreed prior to any changes being implemented.

10. QUALITY

- 10.1. The final report to be shared with Customer and other interested internal and external stakeholders must be of publishable quality.
- 10.2. All written reports provided to the Customer should be of a high quality and presented on Supplier stationary (letter-headed).

11. PRICE

- 11.1. Prices include all expenses relating to Contract delivery.
- 11.2. Day rates submitted will remain firm throughout the life of the Contract.
- 11.3. Day Rates must not exceed the RM6018 Commercial Agreement Maximum Charging Thresholds. Day Rates will be excluding of VAT.
- 11.4. Day Rates will be inclusive of Travel and Subsistence.

12. STAFF AND CUSTOMER SERVICE

12.1. The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

12.2. The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

12.3. The Supplier shall ensure that staff understand the Customer's vision and objectives and will provide excellent customer service to the Customer throughout the duration of the Contract.

13. SERVICE LEVELS AND PERFORMANCE

13.1. The Customer will measure the quality of the Supplier's delivery by:

13.1.1.

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery timescales	The Supplier shall adhere to the timescales/project plans unless otherwise agreed by the Customer.	100%
2	Service provision	The Supplier shall ensure that the services provided meet the requirements in Section 7.	100%
3	Quality	The Supplier shall use suitable quality assurance processes throughout the contract as agreed with the Customer at the start of the contract.	100%
4	Adhering to guidance	The Supplier shall adhere to the Customer's branding, data security and other guidance, (to be provided to the successful Supplier upon appointment).	100%
5	Reporting	The Supplier shall provide spend data and other reporting in a format agreed by the Customer.	Within 5 working days of the request
6	Meetings	The Supplier shall meet with the Customer within 5 working days of a request and be available via telephone/email. Suitable materials and/or presentations shall be prepared for the meetings. Meeting notes shall be provided no later than 3 working days after the meeting.	95%

13.2. If any of the deliverables fail to meet the agreed quality service levels and performance, the Contracting Customer reserve the right to consider early termination of the contract.

14. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 14.1. It should be noted that should the Supplier be required to attend meetings at REDACTED, photo ID is required and bags and people are scanned.
- 14.2. The Customer will remain as data controller and will own the Intellectual Property and Publishing Rights for the analysis findings. At the end of the project, and when requested throughout its duration, any additional project materials must be shared with the Customer, including anonymised transcripts from the interviews and focus groups.

15. PAYMENT AND INVOICING

- 15.1. The payment method for this will be via bank transfer, following the receipt of an invoice. The payment schedule will be confirmed after the contract is awarded – this will link payments to successful completion of the different milestones set out at 7.1.
- 15.2. Payment can only be made following satisfactory delivery of pre-agreed certified outputs and deliverables. These outputs and deliverables shall be agreed between the Customer and the Supplier as part of contract management discussions once the Supplier has been appointed.
- 15.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 15.4. Invoices should be submitted to:

Address: REDACTED
Email address: REDACTED

All invoices must be specific to charges agreed at the end of each milestone. Other information such as: Purchase Order number, project reference, period of work, and number of days worked, invoiced amount, VAT shall also be included on each invoice.

16. CONTRACT MANAGEMENT

- 16.1. The Supplier will be expected to attend meetings at each agreed review point, or if there are particular issues that need to be addressed.
- 16.2. At each review point, the Customer will assess whether outputs meet satisfactory standards before the work can proceed to the next stage. The dates of these review points will be set and agreed between the Customer and the Supplier once in post.
- 16.3. Attendance at Contract Review meetings shall be at the Supplier's own expense.

17. LOCATION

- 17.1. The location of the Services will be carried out at remotely whilst COVID-19 restrictions remain in place. This may be reviewed, and the services carried out at the Customer's Office REDACTED.

ANNEX B
Supplier Proposal

REDACTED

Part 2: Contract Terms

Attached as a separate document

Part 3: Supplier Costings

A. Activity Charges REDACTED

B. Rate Card REDACTED

