

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

Our ref: C20902

Your ref:

Date: 7 September 2023

Ref: C20902 (Tender Ref. C17392)

Title: Water Environment Improvement Fund (WEIF): Surveying and Monitoring

Dear Sir/Madam

I am pleased to inform you that the Environment Agency hereby accepts your proposal dated 20 June 2023 in respect of the above contract.

The contract shall be carried out in accordance with:

This contract award letter

Our Specification: C17392 WEIF M&E Project\_RDE Call-off Form\_Final

Your proposal: Dated 20 June 2023

Post Tender Clarification: Dated 5 September 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 11 September 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. Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number) to: [APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com). Invoices by post should be sent to:

SSCL

Environment Agency



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 Research, Development and Evidence Framework 1 terms and conditions.

The contract reference C20902 and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by signing the Call-off Contract provided using the eSourcing portal DocuSign 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.

Yours sincerely

[REDACTED]

[REDACTED]

Senior Commercial Officer  
DGC | EGS Team

[REDACTED]