



Department
for Environment
Food & Rural Affairs



Pearn Kandola



Your ref:



Our ref:



Date:

19/02/21

Dear Ruth

Award of contract for the supply of Race Consultancy.

Following your tender/ proposal for the supply of **Race consultancy services** to the **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 **Pearn Kandola** 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:

The Services shall be performed at Pearn Kandola LLP, 


1. The charges for the Services shall be as follows:

£49,900 

2. The specification of the Services to be supplied is as set out but not limited to –

- EA Board session: [REDACTED]
- Exec Directors sessions: [REDACTED]
- Executive community-two sessions: [REDACTED]
- BAME network: [REDACTED]
- Ambassadors: [REDACTED]

3. The Term shall commence on 22 February 2021 and the Expiry Date shall be 31 March 2021.

4. The address for notices of the Parties are:

Authority	Supplier
[REDACTED] [REDACTED] [REDACTED]	Pearn Kandola [REDACTED] [REDACTED]

5. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title
[REDACTED]	[REDACTED]

6. 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] 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] between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED] or, in their absence, [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 Pearn Kandola and within 3 days by 23 February 2021.

Yours faithfully,

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.

Signed for and on behalf of Environment Agency.

Name: [REDACTED]
Signature: [REDACTED]
Date: 19 th February 2021

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of Pearn Kandola

Name: [REDACTED]	
Signature: [REDACTED]	[REDACTED]