T: ██████

Dialogue Matters Ltd,

███████

Your ref: ███
Our ref: ███
Date: 27/09/21

Dear Diana Pound,

Award Framework Agreement for the supply of Stakeholder Engagement Advice and Facilitation Services on behalf of the Environment Agency

Following the letter of intent sent on the 9th September for the above services, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between The Environment Agency as the Authority and **Dialogue Matters** 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 Services shall be performed will vary depending on each and every project, to be decided between by Authority and Supplier.

2. The charges for the Services shall be as set out in Annex 2 dated 6th August 2021.

3. The specification of the Services to be supplied is as set out in Annex 3.

4. The Term shall commence on 01st October 2021 and the Expiry Date shall be 30th September 2023. The contract will be subject to two 1 year additional extensions with the final expiry 30th September 2025.

5. The address for notices of the Parties are:

Authority	Supplier
Defra Group Commercial **Attention:** ███████ **Email:** ███████████ ███████	Dialogue Matters Ltd **Attention:** ███████ **Email:** ███████████████

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

Name	Title
███████████	Contract Manager

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to ███████████████████ . Alternatively you may post to ████████████████████████████████████ 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 ███████████████████

Liaison

For general liaison your contact will continue to be ███████ ████████████████████████████ or, in their absence, ███████ ████████████████████

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 **Dialogue Matters Ltd** and by 30th September 2021.

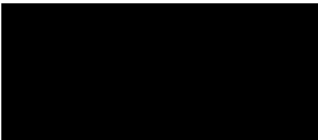Yours faithfully,

███████

Defra Group Commercial

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.

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

Signed for and on behalf of Dialogue Matters Ltd

Name: ████████ Director/Owner	
Signature: ████████	Date: 29 09 2021

Signed for and on behalf of Defra Group Commercial

Name: Pippa Hicks Commercial Lead
Signature: ████████
Date: 29/09/2021

Annex 1 – Conditions of contract

Conditions of
Contract_DM.docx

Annex 2 - Suppliers Tender

DIALOGUE_MATTER
S_ITT_RESPONSE.docx

Annex 3 - Specification of the Services/ Final bidder's pack

32321_Bidder_Pack_
SEAFS.docx

Annex 4 – Pricing

The maximum framework rates are as below. You can provide lower rates through a competitive further competition and direct award:

Role	Day Rate £
Lead Consultant	▮
Consultant	▮
Assistant/ Administrator	▮