



Department  
for Environment  
Food & Rural Affairs



T:



Wilson Sherriff Ltd,



Your ref:

Our ref:

Date:



27/09/21

Dear Simon Wilson,

## **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 9<sup>th</sup> 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 **Wilson Sherriff Ltd** 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 6<sup>th</sup> August 2021.
3. The specification of the Services to be supplied is as set out in Annex 3.

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

5. The address for notices of the Parties are:

Authority	Supplier
Defra Group Commercial	Wilson Sherriff Ltd
Attention: [REDACTED]	Attention: [REDACTED]
Email: [REDACTED] [REDACTED]	Email: [REDACTED]

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

Name	Title
[REDACTED]	Contract Manager

## Payment

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

## Liaison

For general liaison your contact will continue to be [REDACTED]  
[REDACTED] or, in their absence, [REDACTED]  
[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 **Wilson Sherriff Ltd** and by 30<sup>th</sup> September 2021.

Yours faithfully,

[Redacted]

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 Wilson Sherriff Ltd

Name: [Redacted] Director	
[Redacted]	Date: 28.9.21

Signed for and on behalf of Defra Group Commercial

Name: [Redacted] Commercial Lead
Signature: [Redacted]
Date: 28/09/2021

## Annex 1 – Conditions of contract



Conditions of  
Contract\_WS.docx

## Annex 2 - Suppliers Tender



WILSON  
SHERRIFF\_ITT\_RESPC

## 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	■