

Our ref: SBT-SE-2206

Date: 6 March 2023

Dear Eleanor

RE: Development of a sustainability maturity matrix to support the re-launch and implementation of internal sustainability strategy, eMission2030.

I am pleased to inform you that the Environment Agency hereby accepts your Response dated 17 February 2023 in respect of the above contract. The contract shall be carried out in accordance with:

This contract award letter

Our Request for Quotation dated: 30 January 2023

Your response received dated: 17 February 2023

The price for this contract is £38, 141.50, as set out in your response. This price will remain fixed for the duration of the contract.

The contract is awarded for a period of 3 months, from the agreed start date. All extension requests and subsequent prices are to be agreed in writing by both parties prior to commencement of the extension period.

We will let you know the purchase order number once it is set up on the system. All invoices are to be sent electronically, quoting a valid Purchase Order number to:

APinvoices-ENV-U@gov.sscl.com

Alternatively, you may post to:
Shared Services Connected Limited
Environment Agency
PO Box 797
Newport
NP10 8FZ

We will require you to quote your Purchase Order number on all invoices to ensure timely payment. Invoices not containing the correct Purchase Order number will not be processed and returned to you.

The agreed terms & conditions governing this contract, as contained within the original request for quotation, shall apply to the Purchase Order.

This contract will be managed on behalf of the Environment Agency by Jo Murphy, although the project team and day to day contact will be set out in the start-up meeting. The contract reference and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by completing the box below, and returning to myself at the address below.

Yours sincerely

Jo Murphy
Sustainable Business Manager
Email: joanne.murphy@environment-agency.gov.uk
Telephone: 07766781187

Receipt and acceptance of award for the above contract, as per the Environment Agency award letter of 06/03/2023 acknowledged for supplier name by:

Name: Sally Vivian

Signature:



Date: 06/03/2023