



13 March, 2020

David Hallinan
First Assistant Secretary
Department of Health

Dear David,

Thank you for your time earlier today during what must be a very busy time for the Department.

As discussed, 89 Degrees East is pleased to offer our services immediately to assist the Department in its response to the COVID-19 outbreak, by working with your team to produce high quality communication materials.

We have a team of senior communications specialists available to work both in the Department itself, as well as remotely, and are also available to work over the weekend if required.

As discussed, we will start straight away and will have a phone hook up with you and your team on Sunday to prioritise and sequence the support you require.

I have included our team rates. Depending on your needs, you can pick and choose once we have a plan in place. We also appreciate your needs may change many times during this period and we will respond accordingly.

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We are happy to invoice only for the days required over this period, so that it gives your team the flexibility to scale up or scale back additional assistance, as required.

Any additional communications needs such as video training content, digital assets and e-learning tools, will be negotiated with your team.

As you are aware, we are also helping Andrew Simpson's team and will make sure this work and effort is coordinated and where possible, streamlined to avoid any duplication of effort.

We are an approved provider for the Department and are on a number of Government panels so hopefully it will be a straightforward contract arrangement.

Happy to discuss any of these elements and are looking forward to the opportunity to support you in this important work.

Yours sincerely,

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