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**From:** Graeme Bissett (external contact)  
**Sent:** 01 July 2008 16:48  
**To:** 'Andrew Fitchie'  
**Cc:** Willie Gallagher; Steven Bell; Stewart McGarrity; Colin McLauchlan; Jim McEwan; Alastair Richards; Susan Clark  
**Subject:** Legal services - DLAP

Andrew, this note confirms our recent discussions on legal services. Tie Limited will continue to utilise the services of DLAP on the basis set out in your proposal document dated June 2008. The scope of services is likely to be broadly in line with the scope set out in that document, but will be called upon by tie as necessary and tie is not bound to utilise all (or any) of the services proposed. A specific exception is the proposal that TEL will utilise another legal firm for any work required on establishing the TEL Group and other TEL corporate work. Tie retains the right to re-procure for any of the services and in particular for any significant new project work where it is felt necessary to demonstrate best value.

I understand that DLA are also contracted to provide services to CEC. tie has no direct locus in that arrangement but we would appreciate being informed of any work directed by CEC for the purposes of orderly coordination.

The revised basis of hourly rates is agreed.

For services which are related directly to Phase 1 (A and B) of the Tram project, the tie Director responsible is Steven Bell, for whom individual managers within his team will hold budget responsibility. All such services should be approved in advance by Steven. For services which are of a tie corporate nature, I have responsibility. Any requests for legal services which are not approved in advance by Steven or myself, should be referred to one of us, or in our absence to Stewart McGarrity or Willie Gallagher. Billings should be sufficiently explicit to identify the nature of the services provided and their quantum in hours and fees.

I have circulated hard copies of the proposal to the tie executive team and we look forward to continuing to work with you and your colleagues.

Regards  
Graeme

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Graeme Bissett

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