



Department  
for Environment  
Food & Rural Affairs



3<sup>rd</sup> Floor, Mallard House, Kings Pool,  
York YO1 7PX

Tel: [REDACTED]  
Email: [REDACTED]@defra.gov.uk

RSK ADAS Limited  
Spring Lodge  
Helsby  
Cheshire  
WA6 0AR

9<sup>th</sup> September 2022

**COMMERCIAL IN CONFIDENCE**

**Farm and Land Management Advice Framework (contract ecm\_65620)**

<b>Farm and Land Management Advice Framework Theme:</b>	Theme 1 – Water Quality and Protection including Water Framework Directive
<b>Mini-Contract Title:</b>	Lot 3: East Midlands Catchment Sensitive Farming: One-to-one Advice Programme
<b>Mini-Contract Reference:</b>	FaLMA/CSFEM005

IT IS AGREED as follows: As per the mini-tender Request for Quotation, the delivery of Catchment Sensitive Farming in the West Midlands Lot 4, will commence on the 12<sup>th</sup> September 2022. Activities and payment details are summarised below.

**Table 1**

Activity Type	Delivery Deadline	Funding Source (RDPE or GiA)	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
WQ1/B: Nutrient Management Plan	31/03/2023	GiA	4	[REDACTED]	[REDACTED]
WQ1/C: Farm Infrastructure Audit	31/03/2023	GiA	26	[REDACTED]	[REDACTED]
WQ1/D: Slurry/Manure/Silage Handling & Storage	31/03/2023	GiA	10	[REDACTED]	[REDACTED]
WQ1/E: Water Pathway Management	31/03/2023	GiA	2	[REDACTED]	[REDACTED]
WQ1/G: Machinery Testing & Calibration (Fertiliser and Manure Spreaders)	31/03/2023	GiA	1	[REDACTED]	[REDACTED]
WQ1/H: Soil Husbandry	31/03/2023	GiA	5	[REDACTED]	[REDACTED]
WQ1/J: Pesticide Filling/ Washdown Facilities & Biobed/Biofilter Design	31/03/2023	GiA	9	[REDACTED]	[REDACTED]
WQ1/L: Water Holding Structure Design &	31/03/2023	GiA	5	[REDACTED]	[REDACTED]

Management Advice (Constructed Wetlands & Sustainable Rural Drainage Features)					
WQ1/Q: Soil & Nutrient Management Plan	31/03/2023	GiA	3	■	■
WQ1/U: Assessment and Monitoring of Soil Health	31/03/2023	GiA	20	■	■
WQ1/V: Water Resources Audit	31/03/2023	GiA	2	■	■
WQ1a/M1: Standard Soil Sampling with No Interpretation for Standard Agricultural Soil Analysis	10/02/2023	GiA	7	■	■
WQ1a/M5: Slurry/Manure Sampling & Analysis. Certificate with Interpretation and Recommendations	10/02/2023	GiA	6	■	■
WQ1a/M6: Standard Soil Sampling, Assessment of Soil Biological Activity/Soil Health with No Interpretation	10/02/2023	GiA	20	■	■
<b>Grand Total</b>					<b>£192,963</b>

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. The mini-tender Request for Quotation dated **10<sup>th</sup> August 2022**.
2. The mini-tender specification issued in support of the Request for Quotation.
3. The mini-tender submission of the Service Provider submitted to Bravo on **18<sup>th</sup> August 2022**.
4. The delivery milestones as set out in Annex A to this Work Order.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. This Work Order (including Annex A).
2. The mini-tender specification issued by Natural England as referred to above.
3. The Framework Agreement.
4. The mini-tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by **12/05/2023** (within 6 weeks of the mini-contract delivery end date).

Upon receipt of the signed mini contract award letter, an official purchase order will be raised (for the GiA funded element of this mini contract) which must be quoted on all invoices prior to claims submission. To note the terms and conditions attached with the purchase order are not applicable as the terms and conditions of the main framework contract take precedence.

The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of acceptance via Bravo within 7 days of the date of the Award Letter.

Yours Sincerely

[Redacted Signature]

## Annex A: Delivery Milestones

Deadline	Activity
09/09/2022	Inception Meeting to be held. All contact names to be provided by the CSF Team.
12/09/2022	Delivery of one-to-one visits to commence.
30/11/2022	30 one-to-one visits completed, and reports sent to farmers.
31/12/2022	45 one-to-one visits completed, and reports sent to farmers.
31/01/2023	60 one-to-one visits completed, and reports sent to farmers.
10/02/2023	All 33 soil/manure sampling to be completed.
28/02/2023	80 one-to-one visits completed, and reports sent to farmers.
31/03/2023	All 120 one-to-one visits completed, and reports sent to farmers.
12/05/2023	Final claim submitted.



## Schedule 1: PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.
2. The contact details of the Authority Data Protection Officer are:  
[REDACTED]@defra.gov.uk
3. The contact details of the Contractor Data Protection Officer are:  
[REDACTED]@adas.co.uk
4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.
5. Any such further instructions shall be incorporated into this Schedule.

Data Processing descriptor	Narrative
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E2.1.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the services required by the contract to provide.
Duration of the processing	Duration of the contract
Nature and purposes of the processing	The collection, recording, organisation and storage of information for the purpose of providing advice to named individuals.
Type of Personal Data	Name, address, date of birth, NI number, telephone number, email address.
Categories of Data Subject	Members of the public in the person of farmers who will be the recipients of advice.
Data Processing descriptor	Narrative