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18/07/2024

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Natural England Programme Delivery Support
Call-off Contract Title:	Sustainable Farming Incentive /CS Higher-Tier Expanded Offer Advice Programme 2024
Call-off Contract Reference:	ETAFFAESW001
Project Code:	C25177
Contract Code:	C25576

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Natural England Programme Delivery Support in the South West Lot will commence on 23/07/2024. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
Countryside Stewardship Higher Tier On-Line Event (Webinar)	31/01/2025	GiA	2		
ELM1: Countryside Stewardship Higher Tier Face to Face Advice Session	30/06/2025	GiA	5		

ELM2: Countryside Stewardship Higher -Tier Online Advice Session	30/06/2025	GiA	120	
ELM3: SFI Action Assessment & Approval (Endorsement)	15/07/2025	GiA	240	
Grand Total (excluding potential top up)				
Activity Type	No. of units		Price per additional attendee (£s exc VAT)	Potential maximum total cost (£s exc VAT)
Countryside Stewardship Higher Tier On-Line Event (Webinar)	2			
Grand Total (including potential top up)				

NB: As per the ETAFF Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. *Unless stated otherwise in the RfQ.

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

1. the tender Request for Quotation dated 25/06/2024
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 09/07/2024
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 tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the 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 15/09/2025 (within 6 weeks of the call-off contract delivery end date).

Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

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 signed acceptance via **Atamis** within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely

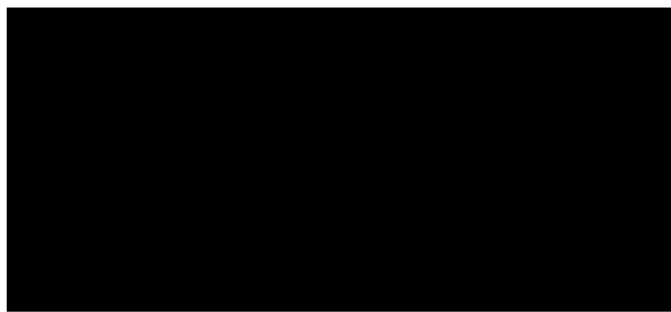
Signed for and on behalf of the Authority




Annex A: Delivery Milestones

Deadline	Activity
23/07/2024	Delivery of the contract to commence.
31/01/2025	100% of the on-line events (webinars) delivered.
31/03/2025	50% of the CSHT advice sessions delivered. 50 % of the requested SFI Action endorsements completed and associated documents forwarded to NE.
30/06/2025	100 % of the CSHT 1:1 advice sessions delivered. 90 % of the requested SFI Action endorsements completed and associated documents forwarded to NE.
15/07/2025	95 % of the requested SFI Action endorsements completed and associated documents forwarded to NE
31/07/2025	All contractual delivery completed
15/09/2025	Final claim submitted

Signed for and on behalf of the Supplier



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:
DGC.GDPR@defra.gsi.gov.uk
3. The contact details of the Contractor Data Protection Officer are: 
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