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27th March 2024

COMMERCIAL IN CONFIDENCE
Farm and Land Management Advice Framework

Environmental Training, Advice and Facilitation Framework Subject:	Water Quality and Protection, Air Quality and Ammonia Reduction Environmental Management Agricultural Regulatory Baseline
Lot:	Lot 5: National
Contract Title:	Farming Advice Service (FAS) 2024-2025
Contract Reference:	FASNational01

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of the national Farming Advice Service (FAS) 2024-2025 will commence on the 1st April 2024. Activities and payment details are summarised in Table 1.

Table 1

Activity Type	Funding Source	Quantity
Helpline (Telephone & email)	GiA	12 Months
Website Provision	GiA	12 Months
Website Adaption to Multi Source Repository (one-off cost)	GiA	1
Adviser/Farmer Training Events (online)	GiA	5
Newsletters	GiA	12
Technical Articles	GiA	5
Twitter	GiA	12 Months
Advertising Campaign (one-off cost)	GiA	1
Other Key Dates Email Service Alerts	GiA	11
Other - Stakeholder Engagement (Including Enhanced Relationship with CSF)	GiA	12 Months
Other - Podcasts	GiA	5
Other - Third Party Events	GiA	20
Other - Dedicated Analysis Function	GiA	12 Months

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

1. The tender Request for Quotation dated 14th February 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 28th February 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 Defra 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 30/04/2025 (within 6 weeks of the contract delivery end date).

Upon receipt of the signed 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 acceptance via Atamis within 7 days of the date of the Award Letter.

Yours Sincerely

[Redacted signature block]

Signed for and on behalf of the Authority

[Redacted signature block]

Signed for and on behalf of the Supplier

[Redacted signature block]

Annex A: Delivery Milestones

These comprise:

Deadline	Activity
01/04/2024	Establishment of a functional Helpline (telephone and e-mail).
13/04/2024	Agree governance structure.
30/04/2024	Agree delivery and marketing plans with national stakeholders.
30/04/2025	Final report and claim submitted to the Authority by this date.
At agreed intervals throughout the contract	See Contract Management and Governance (e.g. Monthly reports and claims).

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:
DPO.ee@ricardo.com
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