



Department
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Food & Rural Affairs



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26th 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
Lot:	Lot 2: Midlands
Area:	West Midlands
Contract Title:	West Midlands Catchment Sensitive Farming One-to-one Advice Programme 2024
Contract Reference:	ETAFF/CSFMidlands03

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of the West Midlands Catchment Sensitive Farming One-to-one Advice Programme 2024 will commence on the 25th of March 2024. Activities and payment details are summarised in Table 1.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s ex. VAT)	Total Cost (£s ex. VAT)
CSF 2: Nutrient Management Planning					
CSF 3: Farm Infrastructure Appraisal					
CSF 4: Storage and Handling of Organic Manures and Silage					
CSF 5: Water Flow Management					
CSF 8: Improving Soil Management					
CSF 10: Pesticide Handling Facilities and Biobed/Biofilter Design					
CSF 12: Water Holding Structures					
CSF 16: Soil and Nutrient Management Planning					
CSF 19: Natural Flood Management					
CSF 20: Soil Health					
CSF 22: Woodland for Water and Air					
CSF 23: Conserving Nitrogen Through Reducing Ammonia Emissions					
CSF 24: Livestock Nutrition Planning					
CSF 25: Whole Farm Nitrogen and Phosphorus Planning					
CSF M1: Standard Soil Sampling with No Interpretation for Standard Agricultural Soil Analysis (P, K, Mg, pH), plus Textural Classification and Organic Matter.					
CSF M6: Standard Soil Sampling, Assessment of Soil Biological Activity/Soil Health with No Interpretation, for Agricultural Soil.					
CSF M7: Sampling and Mineral Analysis of Livestock Feed & Conserved Forage					
Grand Total					£181,490.00

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

1. The tender Request for Quotation dated 20th 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 6th March 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 10/01/2025 (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.

Signed for and on behalf of Defra Group Commercial

Signed for and on behalf of the Supplier

Annex A: Delivery Milestones

These comprise:

Deadline	Activity
25/03/2024	Inception Meeting to be held and 101 of the total contact names to be provided by the CSF Team.
25/03/2024	Delivery of one-to-one advice visits to commence.
30/04/2024	26 batches of soil sampling completed.
30/04/2024	35 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/05/2024	55 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
30/06/2024	70 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/07/2024	Final Contact names to be provided by the CSF Team.
31/07/2024	85 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/08/2024	100 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
30/09/2024	115 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/10/2024	135 of 145 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
30/11/2024	All 145 one-to-one visits delivered, and the associated CSF Action Plans sent to farmers.
10/01/2025	Final claim submitted to Natural England with all associated claim supporting documentation as per the FMM.

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]
3. The contact details of the Contractor Data Protection Officer are:
[REDACTED]
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