



Department  
for Environment  
Food & Rural Affairs



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**RSK ADAS Limited**  
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29<sup>th</sup> November 2021

**COMMERCIAL IN CONFIDENCE**

**Farm and Land Management Advice Framework (contract ecm\_63079)**

<b>Farm and Land Management Advice Framework Theme:</b>	<b>Catchment Sensitive Farming</b>
<b>Mini-Contract Title:</b>	<b>Lot 2 (Yorkshire and the North East) Catchment Sensitive farming Programme of Advice December 2021 to March 2022</b>
<b>Mini-Contract Reference:</b>	<b>FaLMACSFYN008</b>

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Catchment Sensitive Farming in the Yorkshire and North East Lot will commence on 6<sup>th</sup> December 2021. Activities and payment details are summarised below.

**Table 1**

<b>Activity Type</b>	<b>Delivery Deadline</b>	<b>Funding Source (RDPE or GiA)</b>	<b>No. of Units</b>	<b>Unit Cost (£s exc VAT)</b>	<b>Total Cost (£s exc VAT)</b>
WQ1/B: Nutrient Management Plan	31/03/2022	GiA	1	[REDACTED]	[REDACTED]
WQ1/C: Farm Infrastructure Audit	31/03/2022	GiA	1	[REDACTED]	[REDACTED]
WQ1/D: Slurry/Manure/Silage Handling and Storage	31/03/2022	GiA	1	[REDACTED]	[REDACTED]

WQ1/E: Water Pathway Management	31/03/2022	GiA	█	█	█
WQ1/H: Soil Husbandry	31/03/2022	GiA	█	█	█
WQ1/J: Pesticide Filling/Washdown Facilities & biobed/biofilter design	31/03/2022	GiA	█	█	█
WQ1/K: Maximising CS Opportunities for CSF	31/03/2022	GiA	█	█	█
WQ1/L: Water Holding Structure Design and Management Advice	31/03/2022	GiA	█	█	█
WQ1/U: Assessment and monitoring of Soil Health	31/03/2022	GiA	█	█	█
WQ1a/M1: Standard Soil Sampling with No Interpretation	07/02/2022	GiA	█	█	█
WQ1a/M6: standard soil sampling, assessment of soil biological activity/soil health	07/02/2022	GiA	█	█	█
<b>Grand Total</b>			46		<b>61,050</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 3<sup>rd</sup> November 2021
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 17/11/2021
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 12/05/2022 (within 4 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]

[Redacted name]  
Category Officer  
Defra Group Commercial

T: [Redacted phone number]

## Annex A: Delivery Milestones

Deadline	Activity
02/12/2021	<ul style="list-style-type: none"><li data-bbox="536 264 895 293">• Inception Meeting Held.</li></ul>
06/12/2021	<ul style="list-style-type: none"><li data-bbox="536 338 1235 367">• Initial contacts to be provided by Natural England.</li><li data-bbox="536 371 890 400">• Delivery to Commence.</li></ul>
10/01/2022	<ul style="list-style-type: none"><li data-bbox="536 443 1453 539">• All remaining contact names to be provided by Natural England with the exception of WQ1K Activity which is based on demand for Countryside Stewardship.</li></ul>
07/02/2022	<ul style="list-style-type: none"><li data-bbox="536 582 1230 611">• 100% (7) of all Sampling activity to be completed.</li></ul>
28/02/2022	<ul style="list-style-type: none"><li data-bbox="536 654 1369 683">• 60% (23) of all Technical visits and Reports to be completed</li></ul>
31/03/2022	<ul style="list-style-type: none"><li data-bbox="536 725 1394 754">• 100% (39) of all Technical visits and Reports to be completed.</li></ul>
12/05/2022	<ul style="list-style-type: none"><li data-bbox="536 797 1453 853">• Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM).</li></ul>

## 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.gsi.gov.uk](mailto:[REDACTED]@defra.gsi.gov.uk)
3. The contact details of the Contractor Data Protection Officer are:  
[REDACTED] [@adas.co.uk](mailto:[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