



Department
for Environment
Food & Rural Affairs



The European Agricultural
Fund for Rural Development:
Europe investing in rural areas



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22nd January 2020

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract ecm_57128)

Farm and Land Management Advice Framework Theme:	Catchment Sensitive Farming
Mini-Contract Title:	FaLMA Lot 5: Catchment Sensitive Farming
Mini-Contract Reference:	FaLMACSFEE002

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of CSF advice in the East of England Lot will commence on 22nd January 2020. 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)
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/C: Farm Infrastructure Audit	20/03/2020	RDPE	25	[REDACTED]	[REDACTED]
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/E: Water Pathway Management	20/03/2020	RDPE	4	[REDACTED]	[REDACTED]

Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/F: Sector Based Training (Potatoes)	20/03/2020	RDPE	1	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/J: Pesticide Filling – Wash- down Facilities and Bio-bed / Biofilter Design	20/03/2020	RDPE	20	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/L: Water Holding Structure Design and Management Advice	20/03/2020	RDPE	5	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/R: Farm Machinery Management	20/03/2020	RDPE	6	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/S: Managing Land Drainage to Minimise Diffuse Pollution	20/03/2020	RDPE	1	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/T: Natural Flood Management	20/03/2020	RDPE	1	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) WQ1/U: Assessment and Monitoring of Soil Health	20/03/2020	RDPE	2	████████	████████
Activity 1 (including 1a & 1b) (individual one-one advice) AQ1/B: Livestock Nutrient Planning	20/03/2020	RDPE	2	████████	████████
Activity 4b: Technical Guidance and Advice materials CSF Newsletter – Expert / Admin Support	29/01/2020	RDPE	5 days 2 days	████████ ████████	████████ ████████

Activity 4b: Technical Guidance and Advice materials	29/01/2020	RDPE			
CSF Newsletter – Production and Distribution					
Grand Total					£99,450.00

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 28th November 2019
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 11th December 2019
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 10th April 2020 (within 6 weeks of the mini-contract delivery end date).

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


Category Manager
Defra Group Commercial



Annex A: Delivery Milestones

Deadline	Activity
13 th January 2020	Delivery to commence.
7 th February 2020	Newsletter drafts ready for approval CSFO newsletter articles complete.
14 th February 2020	Newsletters approved by Natural England and sent out
28 th February 2020	25% of the technical visits & reports completed
20 th March 2020	100% of visits completed
10 th April 2020	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM).

Annex B: 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	Example: 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	22 January 2020 – 20 March 2020
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

In the event that personal data is identified, the Authority requires that a Fair Processing Notice (or equivalent) is completed and forwarded to the Authority for its records. Example notice is attached.