



Department  
for Environment  
Food & Rural Affairs



Foss House  
Kings Pool  
1-2 Peasholme Green  
York YO1 7PX



Promar International Limited



17<sup>th</sup> May 2024

**COMMERCIAL IN CONFIDENCE**

<b>Environmental Training Advice and Facilitation Theme:</b>	Catchment Sensitive Farming
<b>Call-off Contract Title:</b>	One-to-one Advice Programme May 2024 to January 2025
<b>Call-off Contract Reference:</b>	ETAFFCSFNorth06
<b>Project Code:</b>	<b>C24253</b>
<b>Contract Code:</b>	<b>C24762</b>

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Water Quality and Protection, Air Quality and Ammonia Reduction in the North Lot will commence on 22/05/2024. Activities and payment details are summarised below.

**Table 1**

<b>Activity Type</b>	<b>Delivery Deadline</b>	<b>Funding Source</b>	<b>No. of Units</b>	<b>Unit Cost (£s exc VAT)</b>	<b>Total Cost (£s exc VAT)</b>
CSF 2 - Nutrient Management Planning	31/01/2025	GiA	11	████████	████████
CSF 3 - Farm Infrastructure Appraisal	31/01/2025	GiA	5	████████	████████
CSF 4 - Storage and Handling of Organic Manures and Silage	31/01/2025	GiA	5	████████	████████
CSF 5 - Water Flow Management	31/01/2025	GiA	1	████████	████████
CSF 8 - Improving Soil Management	31/01/2025	GiA	1	████████	████████
CSF 9 - Keeping Pesticides Out of Water	31/01/2025	GiA	1	████████	████████
CSF 12 - Water-Holding Structures	31/01/2025	GiA	1	████████	████████
CSF 16 - Soil and Nutrient Management Planning	31/01/2025	GiA	8	████████	████████
CSF 23 - Conserving Nitrogen through Reducing Ammonia Emissions	31/01/2025	GiA	1	████████	████████
CSF 26 - Tackling Pollution from Livestock Slurry	31/01/2025	GiA	9	████████	████████
CSF M1 - Standard Soil Sampling with No Interpretation for Standard Agricultural Soil Analysis	29/11/2024	GiA	12	████████	████████
CSF M5 - Slurry/Manure Sampling and Analysis Certificate with Interpretation and Recommendations	29/11/2024	GiA	23	████████	████████
<b>Grand Total</b>			<b>78</b>		<b>£96,100.00</b>

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

1. the tender Request for Quotation dated 16/04/2024
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 02/05/2024
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.

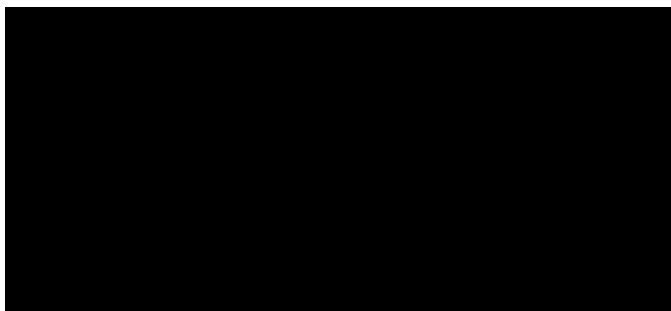
All other terms and conditions are as per the main framework contract. The final claim should be submitted by 14/03/2025 (within 6 weeks of the call-off contract delivery end date).

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

Yours sincerely

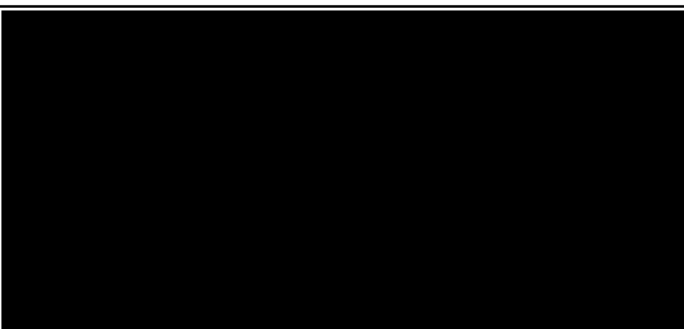
<b>Signed for and on behalf of Defra Group Commercial/Natural England</b>
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## Annex A: Delivery Milestones

Deadline	Activity
21/05/2024	Inception Meeting to be held and Contact List to be provided.
22/05/2024	Delivery of one-to-one advice to commence.
30/09/2024	<ul style="list-style-type: none"><li>• Delivery of 20 One to One Technical Advice visits and reports should be complete.</li><li>• Where the relevant analysis has been completed outside of this contract, by CSF and made available for 4 CSF16 and 1 CSF2 visits. The visits should be completed by this date and will be indicated on the contact sheet.</li></ul>
29/11/2024	Delivery of 100% of Sampling activity complete.
31/01/2025	Delivery of 100% of one-to-one advice and reports completed.
14/03/2025	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM).

**Signed for and on behalf of the Supplier**



## Schedule 1: PROCESSING, PERSONAL DATA AND DATA SUBJECTS *(DGC to complete)*

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: Dulcie Parnell -  
[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