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24/07/2025

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Catchment Sensitive Farming
Call-off Contract Title:	West Midlands Catchment Sensitive Farming One-to-One Advice Programme 2025
Call-off Contract Reference:	ETAFFCSFMids006
Project Code:	C29477
Contract Code:	C29744

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 Midlands Lot will commence on 01/08/2025. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
<i>CSF2 Nutrient Management Planning</i>	30/01/2026	GiA	1		
<i>CSF 3: Farm infrastructure Appraisal</i>	30/01/2026	GiA	3		

<i>CSF 4: Storage and Handling of Organic Manures and Silage</i>	30/01/2026	GiA	5	██████	██████
<i>CSF 8: Improving Soil Management</i>	30/01/2026	GiA	1	██████	██████
<i>CSF 12: Water-Holding Structures</i>	30/01/2026	GiA	2	██████	██████
<i>CSF 16: Soil and Nutrient Management Planning</i>	30/01/2026	GiA	4	██████	██████
<i>CSF 19: Natural Flood Management</i>	30/01/2026	GiA	1	██████	██████
<i>CSF 20: Soil Health</i>	30/01/2026	GiA	1	██████	██████
<i>CSF 21: Sustainable Water Usage</i>	30/01/2026	GiA	2	██████	██████
<i>CSF 22: Woodland for Water and Air</i>	30/01/2026	GiA	1	██████	██████
<i>CSF 25: Whole Farm Nitrogen and Phosphorous Planning</i>	30/01/2026	GiA	1	██████	██████
<i>CSF M1: Standard Soil Sampling with No Interpretation for Standard Agricultural Soil Analysis (P, K, Mg, pH), plus Textural Classification and Organic Matter</i>	31/10/2025	GiA	5 (5 batches)	██████	██████
<i>CSF M6: Standard Soil Sampling, Assessment of Soil Biological Activity/Soil Health with No Interpretation, for Agricultural Soil. Analysis of Field Soil(s) including pH and Lime Requirement, P, K, Mg, Extractable Copper, Extractable Zinc, Hot-Water Extractable Boron, Soil Texture, Soil Organic Matter (by Loss on Ignition) and Soil Respiration by CO₂ burst. Analysis of Hedgerow/Field Margin Sample(s) for Soil Organic Matter (by Loss on Ignition) and Soil Respiration by CO₂ Burst.</i>	31/10/2026	GiA	1 (1 Batch)	██████	██████
Grand Total			27	£40,100.00	

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

1. the tender Request for Quotation dated 30/06/2025
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 14/07/2025
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 13/03/2026 (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 via **Atamis** within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely,

[Redacted signature]

Signed for and on behalf of the Supplier

[Redacted signature area for Supplier]

Signed for and on behalf of the Authority

[Redacted signature area for Authority]

Annex A: Delivery Milestones

Deadline	Activity
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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