



Department
for Environment
Food & Rural Affairs



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15th February 2023

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract C15902)

Farm and Land Management Advice Framework Theme:	Countryside Stewardship - Lot 1 North West & Lot 2 Yorkshire & North East
Mini-Contract Title:	Lots 1 North West & 2 Yorkshire, Humber & North East Countryside Stewardship Mid-Tier Advice Programme 2023
Mini-Contract Reference:	FALMAAENWYN003

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Countryside Stewardship in the North West and Yorkshire & North East Lots will commence on 20/02/2023. 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)
EM1: Countryside Stewardship Mid Tier Advice Face to Face Session	31/08/2023	GiA	10	[REDACTED]	[REDACTED]
EM2: Countryside Stewardship Mid Tier Advice On-Line Session	31/08/2023	GiA	115		
EM1a: Assessment & Recommendation of CS Mid tier options requiring approval	10/11/2023	GiA	40		
2a: Workshop/Meeting: Countryside Stewardship Mid Tier On-Line Event	31/05/2023	GiA	1		

(Webinar) Target Capacity 50				
2a: Workshop/Meeting: Countryside Stewardship Mid Tier On-Line Event (Webinar) Target Capacity 75	31/05/2023	GiA	1	
Grand Total excluding potential top up payment:				
	Price per additional attendee			Potential maximum total cost
2a: Workshop/Meeting: Countryside Stewardship Mid Tier On-Line Event (Webinar) Target Capacity 50	£16.00			
2a: Workshop/Meeting: Countryside Stewardship Mid Tier On-Line Event (Webinar) Target Capacity 75	£19.00			
Total potential top up payment:				
Grand Total including potential top up payment:				£72,875.00

NB: As per the FaLMA Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. (*Unless stated otherwise in the RfQ).

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 19/01/2023.
2. the mini-tender specification issued in support of the Request for Quotation
3. the mini-tender submission of the Service Provider submitted to Atamis on 04/02/23.
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 within 4 weeks of the mini-contract delivery end date.

Upon receipt of the signed mini contract award letter, 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.

Yours sincerely

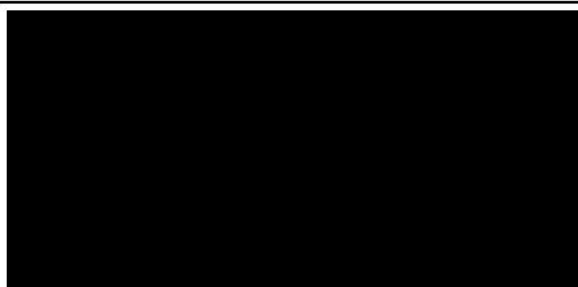
**Signed for and on behalf of Defra Group
Commercial:**



Date Signed: 16/02/2023

Annex A: Delivery Milestones

Deadline	Activity
14th/15th/02/2023	<ul style="list-style-type: none"> • Inception Meeting held.
13/03/2023	<ul style="list-style-type: none"> • All dates provisionally booked for the webinars
20/03/2023	<ul style="list-style-type: none"> • Delivery to commence
31/05/2023	<ul style="list-style-type: none"> • 100% of the on-line events (webinars) delivered
31/08/2023	<ul style="list-style-type: none"> • 100 % x requested 1:1 advice sessions delivered • 90 % of the requested Option Approval assessments completed and Recommendation forms forwarded to NE.
31/09/2023	<ul style="list-style-type: none"> • 95 % of the requested Option Approval assessments completed and Recommendation forms forwarded to NE.
10/11/2023	<ul style="list-style-type: none"> • 100% of available contacts for Option Approval assessments provided by NE.
31/12/2023	<ul style="list-style-type: none"> • All contractual delivery completed
14/02/2024	<ul style="list-style-type: none"> • Final claim submitted

Signed for and on behalf of the Supplier


Date Signed: 16/2/23

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] [@chrisseabridge.co.uk](mailto:[REDACTED]@chrisseabridge.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