



Department
for Environment
Food & Rural Affairs



Defra Group Commercial
Horizon House, Deanery
Road,
Bristol, BS1 5TL



RSK ADAS Ltd
Spring Lodge
Helsby
Cheshire
WA6 0AR

19th November 2024

COMMERCIAL IN CONFIDENCE

Environmental Training, Advice and Facilitation Framework

Environmental Training, Advice and Facilitation Framework Subject:	Water Quality and Protection, Air Quality and Ammonia Reduction
Lot:	Lot 2: Midlands
Area:	East Midlands
Contract Title:	East Midlands Catchment Sensitive Farming One-to-one Advice Programme
Contract Reference:	ETAFF/ CSFMidlands05

IT IS AGREED as follows: as per the tender Request for Quotation, the delivery of the East Midlands Catchment Sensitive Farming One-to-one Advice Programme will commence on the 22nd November 2024. Activities and payment details are summarised in Table 1.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s ex. VAT)	Total Cost (£s ex. VAT)
CSF 7: Machinery Testing & Calibration	31/03/2025	GiA	4		
CSF 10: Pesticide Handling Facilities & Biobed/Biofilter Design	31/03/2025	GiA	16		
CSF 18: Managing Land Drainage to Reduce Diffuse Pollution	31/03/2025	GiA	2		
CSF 19: Natural Flood Management	31/03/2025	GiA	6		
Grand Total:					£48,400.00

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

1. The tender Request for Quotation dated 23rd October 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 6th November 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 12/05/2025 (within 6 weeks of the contract delivery end date).

Upon receipt of the signed 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 acceptance via Atamis within 7 days of the date of the Award Letter.

Yours Sincerely,

Defra Group Commercial

Signed for and on behalf of the Supplier

Signed for and on behalf of the Authority

Annex A: Delivery Milestones

These comprise:

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

The Delivery Milestones will be used by NE to monitor delivery and profile budget spend.
The contract end date is indicative *only* and is subject to the end date of all the contract delivery.

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