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15th July 2024

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	SFI/CS Higher Tier Expanded Offer
Call-off Contract Title:	Sustainable Farming Incentive / CS Higher-Tier Expanded Offer Advice Programme 2024 within Lot 3 (South & East)
Call-off Contract Reference:	ETAFFAES&E01
Project Code:	C25139
Contract Code:	C25486

IT IS AGREED as follows:

The delivery of **Sustainable Farming Incentive / CS Higher-Tier Expanded Offer Advice within Lot 3 (South & East)** will commence on **24/07/2024**. 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)
Countryside Stewardship Higher Tier On-Line Event (Webinar)		31/01/2025	GiA	2		
ELM1: Countryside Stewardship Higher Tier Face to Face Advice Session		30/06/2025	GiA	5		
ELM2: Countryside Stewardship Higher -Tier Online Advice Session		30/06/2025	GiA	120		
ELM3: SFI Action Assessment & Approval (Endorsement)		31/07/2025	GiA	200		
Grand Total excluding potential top-up payment				£275,450.00		
Potential Top-Ups						
Activity Type	No. of Units	Price per additional attendee		Number of additional attendees per event (max)		Potential top-up per event (max)
Countryside Stewardship Higher Tier On-Line Event (Webinar)	2					
Grand Total including potential top-up payment						

NB: As per the ETAFF 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 tender Request for Quotation dated [20/06/2024]
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on [04/07/2024]
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:

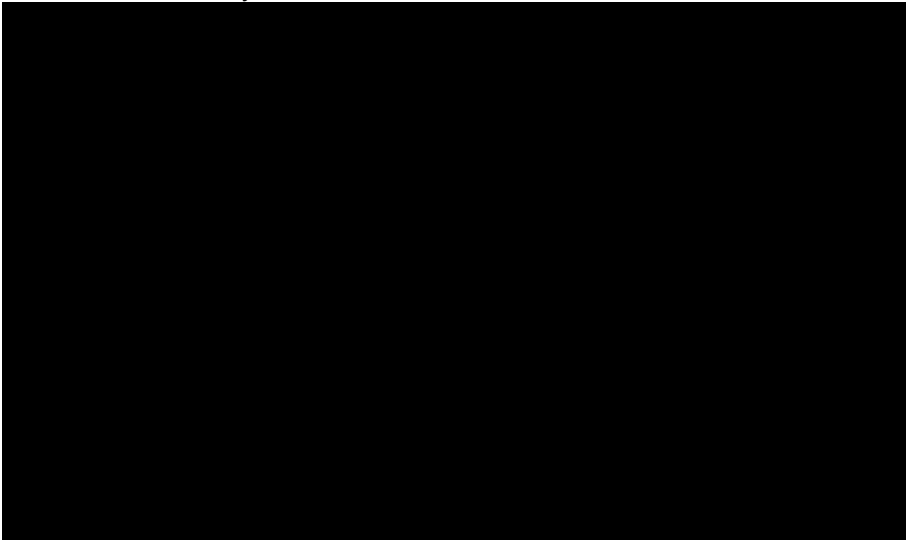
1. this Work Order (including Annex A).
2. the tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 15/09/2025 (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.

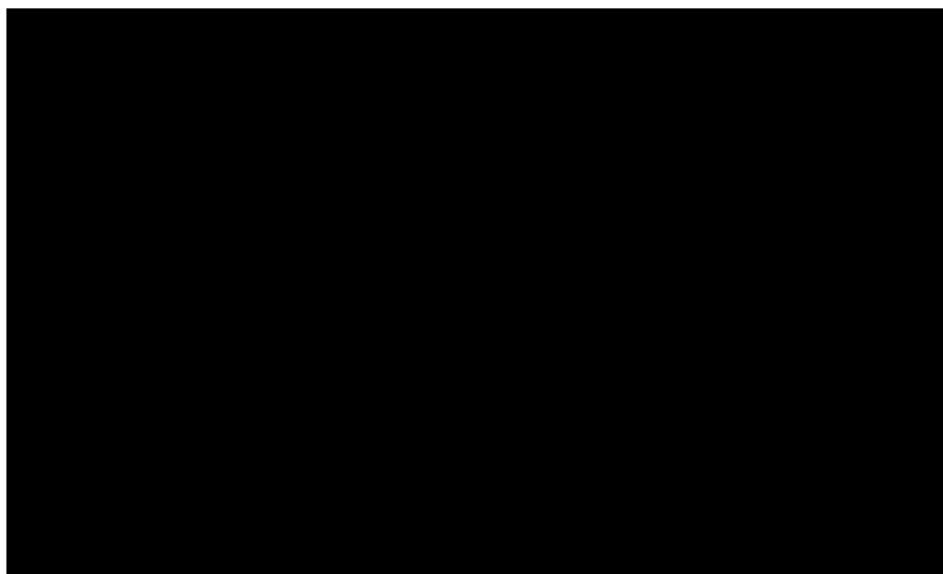
The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance via Atamis within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely



Annex A: Delivery Milestones

Deadline	Activity
24/07/2024	<ul style="list-style-type: none">• Delivery of the contract to commence.
31/01/2025	<ul style="list-style-type: none">• 100% of the webinars are completed
31/03/2025	<ul style="list-style-type: none">• 50% of the ELM2 CSHT1:1 advice sessions are delivered.• 50 % of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.
30/06/2025	<ul style="list-style-type: none">• 100 % of the ELM1 & ELM2 CSHT 1:1 advice sessions delivered• 90 % of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.
15/07/2025	<ul style="list-style-type: none">• 95 % of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.
31/07/2025	<ul style="list-style-type: none">• All contractual delivery has been completed
15/09/2025	<ul style="list-style-type: none">• Final claim submitted



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:
DGC.GDPR@defra.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	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
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