



Department
for Environment
Food & Rural Affairs



The European Agricultural
Fund for Rural Development:
Europe investing in rural areas



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24 February 2020

COMMERCIAL IN CONFIDENCE
Farm and Land Management Advice Framework (contract ecm_57343)

Farm and Land Management Advice Framework Theme:	Theme 1: Water Quality and Protection including Water Framework Directive Theme 3: Support for current & future Environmental Management Schemes
Mini-Contract Title:	Lot 7 - Countryside Stewardship Mid Tier Advice Programme in the South West 2020
Mini-Contract Reference:	FaLMAAESW001

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of CSF advice in the South West Lot 7 will commence on 24 February 2020. 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 Session	██ ██	RDPE	██	██	████
EM1a: Recommendation of CS Mid tier options requiring approval	██ ██	RDPE	█	██	████
WQ1/K: Maximising Countryside Stewardship Opportunities through CSF	██ ██	RDPE	█	██	████
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (10 capacity)	██ ██	RDPE	█	██	████

2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (15 capacity)	■■■■	RDPE	■	■■■■	■■■■
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (25 capacity)	■■■■	RDPE	■	■■■■	■■■■
Additional Adviser	■■■■	RDPE	■	■■■■	■■■■
Guest Speaker	■■■■	RDPE	■	■■■■	■■■■
Grand Total				■■■■	£103,450

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 27 January 2020
2. the mini-tender specification issued in support of the Request for Quotation
3. the mini-tender submission of the Service Provider submitted to Bravo on 10 February 2020
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 by 9 October (within 6 weeks of the mini-contract delivery end date).

Upon receipt of the signed mini contract award letter, an official purchase order will be raised which must be quoted on all invoices prior to claims submission.

To note the terms and conditions attached with the purchase order are not applicable as the terms and conditions of the main framework contract take precedence.

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 Bravo within 7 days of the date of the Award Letter.

Yours sincerely

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Defra Group Commercial

T: ■■■■■■■■■■
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Annex A

Deadline	Activity
██████████	<ul style="list-style-type: none"> Contract start date
██████████	<ul style="list-style-type: none"> All dates and venues booked for the events with follow on 1:1 advice sessions booked in the same locality to follow the events.
██████████	<ul style="list-style-type: none"> Delivery of the events to commence
██████████	<ul style="list-style-type: none"> 30% of the events delivered 10% of the WQ1/K Maximising CS Opportunities visits and reports completed. Tranche 1 Advice sessions to commence Tranche 2 advice sessions, venues and dates to be confirmed Commencement of the Option Approval on-farm visits
██████████	<ul style="list-style-type: none"> All the events delivered 15% x 1:1 advice sessions delivered
██████████	<ul style="list-style-type: none"> 30% x 1:1 advice sessions delivered 30% of the WQ1/K Maximising CS Opportunities visits and reports completed
██████████	<ul style="list-style-type: none"> 75% x 1:1 advice sessions delivered 50% of the Option Approval visits completed and Recommendation forms forwarded to NE 75% of the WQ1/K Maximising CS Opportunities visits and reports completed
██████████	<ul style="list-style-type: none"> 100% of the Option Approval visits completed and Recommendation forms forwarded to NE 90% x 1:1 advice sessions delivered
██████████	<ul style="list-style-type: none"> 100% x 1:1 advice sessions delivered 100% of the WQ1/K Maximising CS Opportunities visits and reports completed
██████████	<ul style="list-style-type: none"> Evaluation of the feedback forms completed
██████████	<ul style="list-style-type: none"> Final claim submitted to NE

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:

██
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	Example: 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	24 February 2020 – 12 October 2020
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

In the event that personal data is identified, the Authority requires that a Fair Processing Notice (or equivalent) is completed and forwarded to the Authority for its records. Example notice is attached.