



Department
for Environment
Food & Rural Affairs



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



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13th March 2019

COMMERCIAL IN CONFIDENCE
Farm Advice Framework (contract ECM_6695)

Farm Advice Framework Theme:	Countryside Stewardship
Mini-Contract Title:	Countryside Stewardship Mid Tier Advice Programme 2019
Mini-Contract Reference:	FAFNE/CSNW007

IT IS AGREED as follows:

As per the mini-contract invitation, the delivery of CS advice in the North West (Lot 1) will commence on 25th March 2019. 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 Non-Standard activity	31/07/2019	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
WQ1/K: Maximising Countryside Stewardship Opportunities through CSF Standard activity	31/07/2019	RDPE	[REDACTED]	[REDACTED]	[REDACTED]

EM1a: Recommendation of CS Mid tier options requiring approval Standard activity	31/07/2019	RDPE	■	■	■
2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 10) Non-Standard activity	31/07/2019	RDPE	■	■	■
2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 15) Non-Standard activity	31/07/2019	RDPE	■	■	■
2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 25) Non-Standard activity	31/07/2019	RDPE	■	■	■
Activity 2: Additional Adviser Standard activity	31/07/2019	RDPE	■	■	■
Activity 3: Guest Speaker Standard activity	31/07/2019	RDPE	■	■	■
Sliding Scale Payment for Group Events	31/07/2019	RDPE			■
Grand Total					87850.00

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

1. the mini-tender specification dated 19th February 2019 issued by Natural England.
2. the mini-tender submission of the Service Provider submitted to Natural England on 05th March 2019.
3. the delivery milestones as set out in Annex A to this Work Order.

Please note the following:

- the mini-contract's units of activity may be exchanged in line with demand/uptake, where there is no impact on the cost. An amendment may be issued to reflect this in due course
- this mini-contract's milestones may be extended in line with demand/uptake and therefore an amendment may be issued to reflect this in due course

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 11th October 2019 (within 6 weeks of the mini-contract delivery end date).

Please arrange for an authorised signatory to sign this amendment in manuscript and return a copy via Bravo messaging.

ON BEHALF OF NATURAL ENGLAND

ON BEHALF OF RSK ADAS Ltd

By (capitals): [REDACTED]

[REDACTED]

Signature:

By (capitals): [REDACTED]

[REDACTED]

Signature:

Title: **Defra Group Commercial**

Title: [REDACTED]

Date: 14TH March 2019

Date: 25TH MARCH 2019

Annex A: Delivery Milestones

Deadline	Activity
22/03/2019	<ul style="list-style-type: none"> Contract Inception Meeting
25/03/2019	<ul style="list-style-type: none"> Contract start date
12/04/2019	<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.
15/04/2019	<ul style="list-style-type: none"> Delivery of the events to commence
10/05/2019	<ul style="list-style-type: none"> ██████ of the events delivered ██████ 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
24/05/2019	<ul style="list-style-type: none"> All the events delivered ██████ x 1:1 advice sessions delivered
14/06/2019	<ul style="list-style-type: none"> ██████ x 1:1 advice sessions delivered ██████ of the WQ1/K Maximising CS Opportunities visits and reports completed
28/06/2019	<ul style="list-style-type: none"> ██████ x 1:1 advice sessions delivered ██████ of the Option Approval visits completed and Recommendation forms forwarded to NE
19/07//2019	<ul style="list-style-type: none"> ██████ x 1:1 advice sessions delivered ██████ of the WQ1/K Maximising CS Opportunities visits and reports completed
22/07//2019	<ul style="list-style-type: none"> ██████ of the Option Approval visits completed and Recommendation forms forwarded to NE ██████ x 1:1 advice sessions delivered
31/07/2019	<ul style="list-style-type: none"> ██████ x 1:1 advice sessions delivered ██████ of the WQ1/K Maximising CS Opportunities visits and reports completed
30/08/2019	<ul style="list-style-type: none"> Evaluation of the feedback forms completed
11/10/2019	<ul style="list-style-type: none"> Final claim submitted to NE

Please note: claims and relevant supporting documentation (including contract outputs for all activity covered by the claim) should be submitted on a **monthly** basis.