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**Standard Contract for Goods and/or Services - Order Form**

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| 1. **Purchase Order Number** | To be confirmed | |
| 1. **Customer** | Natural England | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered)* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables: Natural England. | |
| 1. **The Agreement** | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | ***None*** |
| **Services** | The outputs of this contract are:   * Develop a series of workshops that help partners and partnerships design landscape scale change and prepare projects for investment readiness. This will include at least 4 planning sessions working with the NRN team to advise the design of the workshop process. For example, what do we want the outcomes of the meeting to be, who do we need to involve, how do we incorporate different mechanisms, data and content to make the workshops most effective. Trial and facilitate these workshops in 1-3 locations as advised by the NRN team. * Facilitate an engaging online meeting in February with the [NRN management group.](https://www.gov.uk/government/publications/nature-recovery-network/nature-recovery-network) The aim of this meeting is to review the previous year’s work and set the scene for the face-to-face meeting in March. This will include at least 2 pre-design sessions with the NRN team. * Facilitate and organise a face-to-face meeting in March with the NRN management group. The aim of this meeting is to develop the group’s ways of working to help deliver more nature recovery. This will include at least 2 pre-design sessions with the NRN team as well as supporting and upskilling the NRN team in facilitation. * Develop a repository of knowledge/collaboration platform for the NRN partnership to use to facilitate conversations, share knowledge and collaborate on partnership projects.     To be performed via MS Teams, other face to face workshop locations to be confirmed.  Date(s) of Delivery: January to March 2024 |
| 1. **Start Date** | *22nd January 2024* | |
| 1. **Expiry Date** | *29th March 2024* | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out [below ***[insert details]*** / in [Appendix 3 – Charges]]. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made to ***[Insert payment method(s) and necessary details]***  ***“payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.*** | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Bryony Paul, bryony.paul@naturalengland.org.uk  or, in their absence,  Anna Pollard, [Anna.Pollard@naturalengland.org.uk](mailto:Anna.Pollard@naturalengland.org.uk)  Or Julie Carr, [Julie.carr@naturalengland.org.uk](mailto:Julie.carr@naturalengland.org.uk) | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  [**Insert *contract manager name and contact details***]  or, in their absence,  [**Insert *secondary name and contact details***]. | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option **B** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | * The Contractor shall attend progress meetings with the Customer every fortnight. * The Contractor shall provide the Customer with progress reports fortnightly. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | ***Bryony Paul*** ***County Hall*** ***Spetchley Road*** ***Worcester*** ***WR5 2NP*** ***England***  Attention: NRN Senior Adviser  Email: bryony.paul@naturalengland.org.uk | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address***] | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | ***[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]*** | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: ***[add/amend/delete as necessary]*** [The Customer’s Staff Vetting Procedures are: [**Insert *details/contained in [*Insert *link to relevant policy****].* *[****Example 1:*** *The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check.]**[****Example 2:*** *Details of what the Customer considers to be a Relevant Conviction for the purposes of clause 6.4 of the terms and conditions].* [The Customer’s security / data security requirements are: [**Insert *details/contained in [*Insert *link to relevant policy***].  [The Customer’s additional sustainability requirements are: [**Insert *details/contained in [*Insert *link to relevant policy***].  [The Customer’s equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] [**Insert *details/contained in [*Insert *link to relevant policy***].  [The Customer’s health and safety policy is: [**Insert *details/contained in [*Insert *link to relevant policy***]. | |
| 1. **Special Terms** | NA | |
| 1. **Additional Insurance** | NA | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

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| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  Bryony Paul  NRN Senior Adviser | Name:  [**Insert** name]  [**Insert** job title] |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

he outputs of this contract are:

* Develop a series of workshops that help partners and partnerships design landscape scale change and prepare projects for investment readiness. This will include at least 4 planning sessions working with the NRN team to advise the design of the workshop process. For example, what do we want the outcomes of the meeting to be, who do we need to involve, how do we incorporate different mechanisms, data and content to make the workshops most effective. Trial and facilitate these workshops in 1-3 locations as advised by the NRN team.
* Facilitate an engaging online meeting in February with the [NRN management group.](https://www.gov.uk/government/publications/nature-recovery-network/nature-recovery-network) The aim of this meeting is to review the previous year’s work and set the scene for the face-to-face meeting in March. This will include at least 2 pre-design sessions with the NRN team.
* Facilitate and organise a face-to-face meeting in March with the NRN management group. The aim of this meeting is to develop the group’s ways of working to help deliver more nature recovery. This will include at least 2 pre-design sessions with the NRN team as well as supporting and upskilling the NRN team in facilitation.
* Develop a repository of knowledge/collaboration platform for the NRN partnership to use to facilitate conversations, share knowledge and collaborate on partnership projects.

[***Guidance note: Tender specification and Contractor’s tender response to be included here (if applicable)***]

**Appendix 3: Charges**

[***Guidance note: Include a clear breakdown of the charges in as much detail as necessary***]

**Appendix 4: Processing Personal Data**

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| **[XXXX]** |
| **Contract:** |
| **Date:** | **[XXXX]** |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |  |
| Duration of the processing |  |
| Nature and purposes of the processing |  |
| Type of Personal Data |  |
| Categories of Data Subject |  |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data |  |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement |  |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach |  |