



Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	C27680 (Contract)	
2. Customer	<div>Environment Agency</div> <div>Alchemy House NW of Bessemer Road</div> <div>Welwyn Garden City</div> <div>Hertfordshire AL7 1HE</div>	
3. Contractor(s)	<div>Groundwater Science Limited</div> <div>Windsor House Windsor Place</div> <div>Shrewsbury SY12BY</div> <div>Registration Number: 07369351</div>	
4. Defra Group Members	<p>The following Defra Group members will receive the benefit of the Deliverables:</p> <div></div> <div></div> <div></div> <div></div> <div></div>	
5. The Agreement	<p>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.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> a) this Order; b) the terms and conditions at Appendix 1; and c) the remaining Appendices (if any) in equal order of precedence. 	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Services	Title of Project: Geoscience Training Programme with Groundwater Science Limited See Appendix 2 for full job description service requirement. Date(s) of Delivery: 1 st December 2024 until 31 st March 2025
7. Start Date	1 st December 2024	

8. Expiry Date	31 st March 2025				
9. Charges	The Charges for the Goods and/or Services shall be as set out in Appendix 3. The Charges are fixed for the duration of the Agreement.				
10. Payment	Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), Accounts-Payable [REDACTED]. Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Noncompliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section on [REDACTED]				
11. Contractor's Liability Cap (Clause 13.2.1)	[REDACTED]				
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be [REDACTED] Environment Agency Alchemy House NW of Bessemer Road Welwyn Garden City Hertfordshire AL7 1HE [REDACTED]				
13. Contractor's Authorised Representative	For general liaison your contact will continue to be [REDACTED] Groundwater Science Limited Windsor House Windsor Place Shrewsbury SY12BY [REDACTED]				
14. 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. Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.				
15. Progress Meetings and Progress Reports	See Appendix 2 and as agreed with Michael Kehinde.				
16. Address for notices	<table> <tr> <td>Customer:</td><td>Contractor:</td></tr> <tr> <td>[REDACTED] Environment Agency Alchemy House NW of Bessemer Road Welwyn Garden City Hertfordshire AL7 1HE Attention: Senior Advisor [REDACTED] [REDACTED]</td><td>[REDACTED] Groundwater Science Limited Windsor House Windsor Place Shrewsbury SY12BY Attention: Director Email: [REDACTED]</td></tr> </table>	Customer:	Contractor:	[REDACTED] Environment Agency Alchemy House NW of Bessemer Road Welwyn Garden City Hertfordshire AL7 1HE Attention: Senior Advisor [REDACTED] [REDACTED]	[REDACTED] Groundwater Science Limited Windsor House Windsor Place Shrewsbury SY12BY Attention: Director Email: [REDACTED]
Customer:	Contractor:				
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17. Key Personnel of the Contractor	<div> <div>Key Personnel Role:</div> <div>Key Personnel Name:</div> <div>Contact Details:</div> </div> <p>As per Section 16</p>
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's Staff Vetting Procedures are: [REDACTED]</p> <p>The Customer's security / data security requirements are: [REDACTED]</p> <p>The Customer's additional sustainability requirements are: [REDACTED]</p> <p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] [REDACTED]</p> <p>The Customer's health and safety policy is: [REDACTED]</p>
19. Special Terms	Special Term 1 – N/A
20. Additional Insurance	N/A
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
Name: [REDACTED] [REDACTED]	Name: [REDACTED] [REDACTED]
Date:	Date:
Signature:	Signature:

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](#) and which are called 'Standard Goods & Services Terms and Conditions (EA)'

Appendix 2: Specification/Description

The Geoscience Training Programme is working to an approved business case for developing and delivering structured training course packages to address skills shortages, maintain resilience and enhance professional development of staff, primarily in the Groundwater and Contaminated Land Teams, and also in other teams (Geoscience Operations Team, NPS, Regulated Industry, OCS, Land Quality Management, CSG, etc.) across the business where those skills are essential for their day job.

The “Hydrogeological Conceptual Modelling” Course is foundational to all the work staff in the above teams do in understanding the subsurface and provides crucial skills essential for effective decision-making in our groundwater protection and regulatory compliance function.

Appendix 3: Charges



Appendix 4: Processing Personal Data

Contract:	[XXXX]
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	