



Department  
for Environment  
Food & Rural Affairs



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29<sup>th</sup> March 2022

**COMMERCIAL IN CONFIDENCE**

**Farm and Land Management Advice Framework (contract ecm\_64042)**

<b>Farm and Land Management Advice Framework Themes:</b>	Theme 1: Water Quality and Protection including Water Framework Directive Theme 5: Cross Compliance Theme 7: Sustainable Use Directive, Pesticides (SUD)
<b>Mini-Contract Title:</b>	Farming Advice Service (FAS) 2022-2024
<b>Mini-Contract Reference:</b>	FaLMA/FASEN003

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of the Farming Advice Service (FAS) 2022-2024 contract across the National Lot: 8 will commence on the 1<sup>st</sup> April 2022. Activities and payment details are summarised below.

**Table 1**

Activity Type	Funding Source	Quantity	Price Per Unit/ Monthly	Total Cost (£s Ex. VAT)
Helpline (Telephone & email)	GiA	24 months	[REDACTED]	[REDACTED]
Website Provision	GiA	24 months	[REDACTED]	[REDACTED]
Adviser Training Events (off-line)	GiA			
Adviser Training Events (on-line)	GiA			
Farmer Training Events (off-line)	GiA			
Farmer Training Events (on-line)	GiA	10	[REDACTED]	[REDACTED]
Newsletters	GiA	24	[REDACTED]	[REDACTED]
Text Alerts	GiA			

Technical Articles	GiA	8		
Twitter	GiA	24 months		
Distance Learning Material	GiA			
Other Key dates email service alerts to replace text alerts	GiA	24 months		
Other - Stakeholder Engagement	GiA	24 months		
Other - Podcasts	GiA	10		
Other - Third Party Events	GiA	34		
Other - CPD accredited Online Training and Assessment	GiA	8		
<b>Grand Total:</b>				<b>348,953.08</b>

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 20<sup>th</sup> January 2022.
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 the 10<sup>th</sup> February 2022.
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 30/04/2024 (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 (for the GiA funded element of this mini contract) 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



Category Officer  
Defra group Commercial

## Annex A: Delivery Milestones

Deadline	Activity
01/04/2022	Establishment of a functional Helpline (telephone and e-mail).
13/04/2022	Agree governance structure.
30/04/2022	Agree delivery and marketing plans with national stakeholders.
30/04/2024	Final report and claim submitted to the Authority by this date.
At agreed intervals throughout the contract	See Contract Management and Governance (e.g. Monthly reports and claims).

## 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:  
[REDACTED]@defra.gsi.gov.uk
3. The contact details of the Contractor Data Protection Officer are:  
[REDACTED]@ricardo.com
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