



Department
for Environment
Food & Rural Affairs



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



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04 March 2020

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract ecm_57416)

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:	FaLMA Lot 5: Countryside Stewardship Mid-Tier Advice Programme 2020
Mini-Contract Reference:	FaLMA/AEEEE001

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of CSF advice in the East of England Lot will commence on 05 March 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	31/07/2020	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
EM1a: Recommendation of CS Mid-Tier options requiring approval	17/07/2020	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
WQ1/K: Maximising Countryside Stewardship Opportunities through CSF	31/07/2020	RDPE	[REDACTED]	[REDACTED]	[REDACTED]

Countryside Stewardship Mid-Tier Event (10 capacity)	15/05/2020	RDPE	■	■	■
Countryside Stewardship Mid-Tier Event (15 capacity)	15/05/2020	RDPE	■	■	■
Countryside Stewardship Mid-Tier Event (25 capacity)	15/05/2020	RDPE	■	■	■
Countryside Stewardship Mid-Tier Guest speaker	31/07/2020	RDPE	■	■	■
Grand Total					£69,152

NB: As per the FaLMA Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. (*Unless stated otherwise in the RfQ).

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 31/01/2020
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 13/02/2020
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 14/09/2020 (within 6 weeks of the mini-contract delivery end date).

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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Category Manager
Defra Group Commercial

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Appendix A: Delivery Milestones

Deadline	Activity
05/03/2020	Contract start date
13/03/2020	All dates and venues booked for the events with follow on 1:1 advice sessions booked in the same locality to follow the events.
16/03/2020	Delivery of the events to commence
03/04/2020	Tranche 1 Advice sessions to commence Tranche 2 advice sessions, venues and dates to be confirmed Commencement of the Option Approval on-farm visits
15/05/2020	All the events delivered
17/07/2020	100% of the Option Approval visits completed and Recommendation forms forwarded to NE
31/07/2020	100% x 1:1 advice sessions delivered 100% of the WQ1/K Maximising CS Opportunities visits and reports completed
31/08/2020	Evaluation of the feedback forms completed
12/10/2020	Final claim submitted to NE

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:

DGC.GDPR@defra.gsi.gov.uk

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	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	05 March 2020 – 31 August 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.
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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.