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Commercial
Service

RM6168: Estate Management Services Order Form Template

Order Form Template


This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168:

Part 1: Buyer and Supplier to complete

Buyer Name	Natural England
Buyer Contact	[REDACTED] [REDACTED] [REDACTED]
Buyer Address	Head Office: Natural England 4th Floor, Foss House Kings Pool 1-2 Peasholme Green York YO1 7PX United Kingdom
Invoice Address (if different)	The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to: APinvoices-NEG-U@gov.sscl.com Alternatively, you may post to: Shared Services Connected Ltd DEF Procure to Pay PO Box 790 Newport Gwent NP10 8FZ
Buyer's Authorised Representative	[REDACTED]
Buyer's Data Protection Officer	Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor Seacole Block, 2 Marsham Street, London SW1P 4DF DefraGroupDataProtectionOfficer@defra.gov.uk
Buyer's Environmental Policy	Available online at: Natural England action plan 2022 to 2023 - GOV.UK (www.gov.uk)

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Buyer's Security Policy	 Defra Group Security Policy v8.0.pdf
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Supplier Name	Carter Jonas
Supplier Contact	[REDACTED]
Supplier Address	One Station Square, Cambridge, CB1 2GA
Registration Number:	OC304417
DUNS Number	734664464
SID4GOV ID	
Payment Method	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Supplier's Authorised Representative	[REDACTED]
Supplier's Contract Manager	[REDACTED]
Supplier's Data Protection Officer	[REDACTED]
Security Representative of the Supplier	[REDACTED]
Commercially Sensitive Information	Pricing schedule and submitted tender document

Framework Ref	RM6168 Estate Management Services
Call-Off Lot	Lot 1 Total Estate Management
Estate Management Services	
Call-Off (Order) Ref	Contract Number: C17257 Customer User Number: EMS-24723-2023
Call-Off (Order) Date	9 th May 2023
Call-Off Charges	The Supplier shall, in respect of each Month of the Year (the "Invoice Period"), on or before the tenth (10 th) day of the Month following the end of that Invoice Period, provide the Buyer with a draft invoice (with appropriate supporting

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	information in a form satisfactory to the Buyer) for agreement in advance of issuing an invoice to the Buyer's Invoice Address. Charges are to be based on pricing information in Call-Off Schedule 5.
Call-Off Start Date	9 th May 2023
Call-Off Expiry Date	The day falling 36 months after the Call-Off Start Date.
Extension Period	None
Maximum Liability	The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms. The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £83,000 .
Progress Report Frequency	Monthly
Progress Meeting Frequency	Monthly A review meeting is to be held 6 months after the contract award date to review the service and associated processes.

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading "Call-Off Incorporated Terms" are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The Requirement
See Call-Off Schedule 20 (Specification).

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
N/A

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CALL-OFF SPECIAL TERMS

Call-Off Special Terms
None

For and on behalf of the Supplier:

Supplier_Signature

For and on behalf of the Buyer

Authority_Signature

Part 2 – Other Applicable Terms

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6168**
3. The following Schedules in equal order of precedence:

Joint Schedules for RM6168

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules for RM6168

- Order Form- Template-Short-Form
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
 - Call-Off Schedule 9 (Security) – Part A
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.10)
 5. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Health and wellbeing in the workplace commitments:

- [REDACTED]
[REDACTED]
- [REDACTED]
- [REDACTED]

Detail:

Resources and support available:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Employee Assistance Programme:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Financial Support

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Agile and flexible working

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Learning and development



1. Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

1.1.1.1 The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.1.1.2 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <p>Information related to the performance of Land Agency Support services for the Nutrient Mitigation Scheme.</p>
Duration of the Processing	<p>The Framework Contract Period and thereafter, until expiry or termination of the last Call-Off Contract under the Framework, including the period until all transactions relating to Call-Off Contracts have permanently ceased</p>
Nature and purposes of the Processing	<p>The personal data will be used for the purposes communication with landowners for the nutrient mitigation scheme, including but not limited to negotiating options agreements with the landowners, liaison with legal throughout each deal and contract management with the landowners.</p> <p>To facilitate the procurement of Goods and Services from the Framework Contract by public sector organisations and enable CCS to provide ongoing support and a point of escalation for Buyers in the day to day management of their individual Call-Off Contracts.</p>

	Day to day management and performance of obligations under the Framework Contract, including exit management and other associated activities.
Type of Personal Data	<p>Details of the landowners: name, address, telephone number.</p> <p>Personal details of each Party's Personnel engaged in the performance of obligations and day to day management of the Framework Contract:</p> <ul style="list-style-type: none"> • Full name • Job title • Organisation name • Business/workplace address • Business/workplace email address • Business/workplace telephone/mobile number(s) • Supplier Personnel date of birth (when required for security purposes when Supplier Personnel visit CCS premises) • Supplier Dun & Bradstreet Data Universal Numbering System (DUNS number) • Registered company details including registered company name, address and company registration number (CRN) • Bank account details for activities related to the Management Charge • Management Information
Categories of Data Subject	<p>Landowners.</p> <p>Personnel data of the Parties involved in the performance of obligations and day to day management of the Contract.</p>
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>Data to be retained for the duration of the Call-Off Contract, and returned or destroyed upon expiry of the Call-Off Contract.</p> <p>Data will be retained for seven (7) years after the duration of the processing outlined above and in accordance with the CCS Privacy Notice.</p> <p>In accordance with the Core Terms, all CCS data and any copies held by the Supplier must be securely erased once the Processing is complete, unless the Supplier is required by law to retain it.</p> <p>In accordance with the Core Terms, all Storage Media that has held CCS data must be securely destroyed at the end of life of the media. All destruction of media must be in line with good industry practice.</p>

