



Department
for Environment
Food & Rural Affairs



Defra Group Commercial
Horizon House, Deanery
Road, Bristol, BS1 5TL

Mobile: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Promar International Ltd

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

12th February 2024

COMMERCIAL IN CONFIDENCE
Farm and Land Management Advice Framework

Environmental Training, Advice and Facilitation Framework Subject:	Water Quality and Protection, Air Quality and Ammonia Reduction
Lot:	Lot 2: Midlands
Area:	East Midlands
Contract Title:	Catchment Sensitive Farming: East Midlands Soil Advice Programme
Contract Reference:	ETAFF/CSFMidlands02

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of the Catchment Sensitive Farming East Midlands Farm Infrastructure Advice Programme will commence on the 12th February 2024. Activities and payment details are summarised in Table 1.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
CSF 2: Nutrient Management Planning					
CSF 8: Improving Soil Management					
CSF 16: Soil & Nutrient Management Planning					
CSF 20: Soil Health					
CSF 30: Reducing Cultivation					
CSF M1: Standard Soil Sampling With No Interpretation For Standard Agricultural Soil Analysis (P, K, Mg, pH) Plus Textural Classification and Organic Matter					
CSF M5: Slurry/Manure Sampling & Analysis. Certificate with Interpretation and Recommendations (pH, dry matter, total N, Nitrate-N, Ammonium-N, Uric Acid-N (poultry manures only), total P, K, Mg, Ca, S, Cu, Zn)					
CSF M6: Standard Soil Sampling, Assessment of Soil Biological Activity/Soil Health with No Interpretation, for Agricultural Soil. Analysis of field soil(s) including pH and lime requirement, P, K, Mg, extractable copper, extractable zinc, hot-water extractable boron, soil texture, soil organic matter (by loss on ignition) and soil respiration by CO2 burst. Analysis of hedgerow/field margin sample(s) for soil organic matter (by loss on ignition) and soil respiration by CO2 burst.					
Grand Total					£123,700.00

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. The tender Request for Quotation dated 15th January 2024.
2. The tender specification issued in support of the Request for Quotation.
3. The tender submission of the Service Provider submitted to Atamis on 29th January 2024.
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 tender specification issued by Natural England as referred to above.
3. The Framework Agreement.
4. The 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 11/11/2024 (within 6 weeks of the contract delivery end date).

Upon receipt of the signed Contract Award, a Purchase Order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main Framework contract take precedence over those attached with the Purchase Order.

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 Atamis within 7 days of the date of the Award Letter.

Yours Sincerely,

[Redacted signature]

Signed for and on behalf of the Supplier

[Redacted signature area for Supplier]

Signed for and on behalf of Defra Group Commercial

[Redacted signature area for Defra Group Commercial]

Annex A: Delivery Milestones

These comprise:

Deadline	Activity
09/02/2024	Inception Meeting to be held and 121 of the total contact names to be provided by the CSF Team.
12/02/2024	Delivery of one-to-one advice visits to commence.
31/03/2024	All 61 batches of sampling completed.
30/04/2024	65 of 122 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/05/2024	Final Contact name to be provided by the CSF Team.
31/05/2024	75 of 122 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
30/06/2024	90 of 122 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/07/2024	105 of 122 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
31/08/2024	115 of 122 one-to-one visits to be delivered and the associated CSF Action Plans sent to farmers.
30/09/2024	All 122 one-to-one visits delivered and the associated CSF Action Plans sent to farmers.
11/11/2024	Final claim submitted to Natural England with all associated claim supporting documentation as per the FMM.

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]
3. The contact details of the Contractor Data Protection Officer are:
[REDACTED]
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