



Department for Environment Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	C28215 (Contract)	
2. Customer	Tom Riggall Department for Environment, Food and Rural Affairs (Defra) acting as part of the Crown.	
3. Contractor(s)	Susan Ipite University College London Gower Street London WC1E 6BT	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Tom Riggall (Defra) Kieron Whiffen Bourne (Defra)	
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; andc) 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	See Appendix 2 for full job description service requirement. Date(s) of Delivery: July 5 th , 2024, until the 30 th of March 2025.
7. Start Date	5 th July 2024	
8. Expiry Date	30 th March 2025	
9. Charges	The Charges for the 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 (Accounts-payable.def@gov.sscl.com). 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). Non-compliant 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 Accounts-payable.def@gov.sscl.com														
11. Contractor's Liability Cap (Clause 13.2.1)	£279,123.00														
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be: Tom Riggall Tom.riggall@defra.gov.uk														
13. Contractor's Authorised Representative	For general liaison your contact will continue to be: Susan Ipite s.itipe@ucl.ac.uk														
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	Not applicable														
16. Address for notices	<table><tr><td>Customer:</td><td>Contractor:</td></tr><tr><td>Tom Riggall</td><td>Susan Ipite</td></tr><tr><td>Business Team Manager (People, Resourcing and Finance) Portfolio Directorate – Strategy and Change Group Department for Environment, Food and Rural Affairs Bristol</td><td>University College London Gower Street London WC1E 6BT</td></tr><tr><td>Attention: Business Team Manager</td><td></td></tr><tr><td>Email: tom.riggall@defra.gov.uk</td><td>Attention: University Contact</td></tr><tr><td></td><td>Email s.itipe@ucl.ac.uk</td></tr></table>			Customer:	Contractor:	Tom Riggall	Susan Ipite	Business Team Manager (People, Resourcing and Finance) Portfolio Directorate – Strategy and Change Group Department for Environment, Food and Rural Affairs Bristol	University College London Gower Street London WC1E 6BT	Attention: Business Team Manager		Email: tom.riggall@defra.gov.uk	Attention: University Contact		Email s.itipe@ucl.ac.uk
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	Email s.itipe@ucl.ac.uk														
17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel Name:	Contact Details:												
	See section 16														
18. Procedures and Policies	For the purposes of the Agreement: The Customer's security / data security requirements are: GOV.UK The Customer's additional sustainability requirements are: Procurement at Defra - Department for Environment, Food & Rural Affairs - GOV.UK														

	<p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] [Equality and diversity - Department for Environment, Food & Rural Affairs - GOV.UK]</p> <p>The Customer's health and safety policy is: [Health and Safety Executive - GOV.UK]</p>
19. Special Terms	Special Term 1 – Not Applicable
20. Additional Insurance	Not Applicable
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
<p>Name: John Rae</p> <p>Category Manager (Defra Corporate Services)</p>	<p>Name: Susan Ipite</p> <p>University College London</p>
Date:	Date:
Signature:	Signature:

Appendix 1: Terms and Conditions

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

Appendix 2: Specification/Description

The R&D Fellowship scheme is designed to help increase science capability within Defra.

Appendix 3: Charges

Circa £27,912.30

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	