



Department
for Environment
Food & Rural Affairs



Mallard House, Kings Pool, York
YO1 7PX



Farming and Wildlife Advisory Group Limited
Hawkridge House
Summerfield Way
Wellington
Somerset
TA21 9JE

20th February 2023

COMMERCIAL IN CONFIDENCE

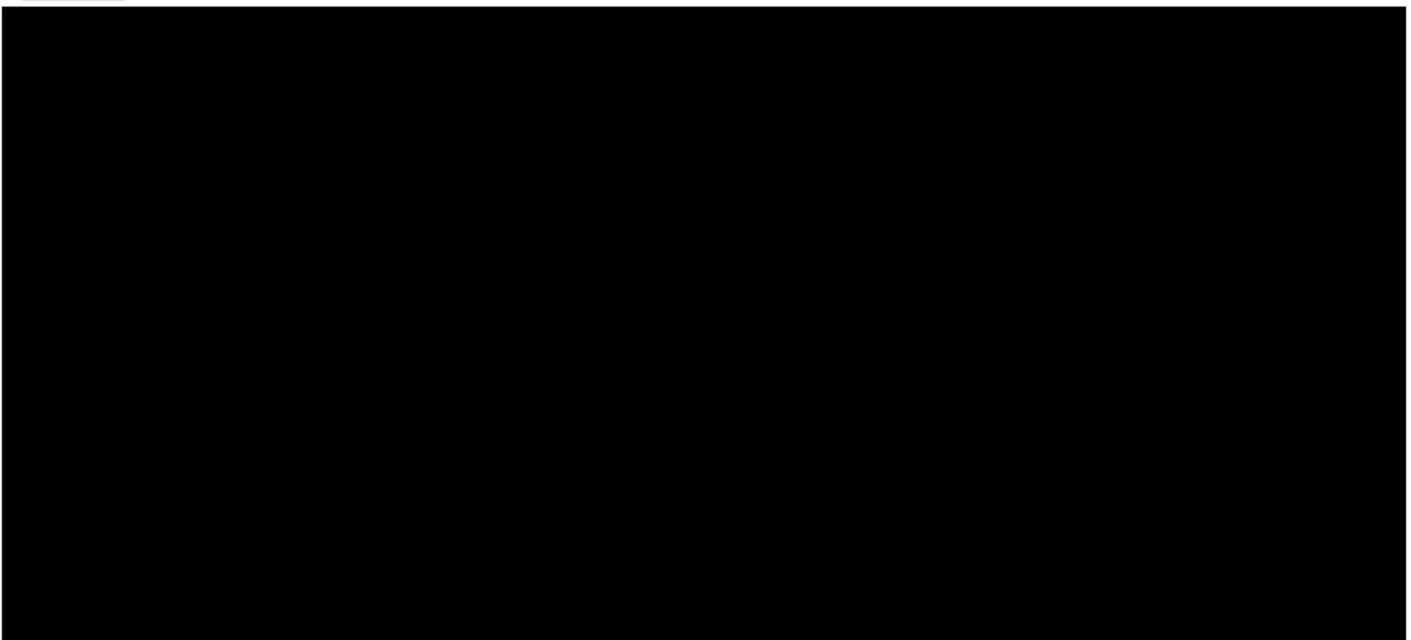
Farm and Land Management Advice Framework (contract C15977)

Farm and Land Management Advice Framework Theme:	Countryside Stewardship - Lot 7 South West
Mini-Contract Title:	Lot 7 South West Countryside Stewardship Mid-Tier Advice Programme 2023
Mini-Contract Reference:	FALMAESW004

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Countryside Stewardship in the South West Lot will commence on 15/02/2023. Activities and payment details are summarised below.

Table 1



Grand Total excluding potential top up payment:	£105,300.00
--	--------------------

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 19/01/2023.
2. the mini-tender specification issued in support of the Request for Quotation
3. the mini-tender submission of the Service Provider submitted to Atamis on 02/02/2023.
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:

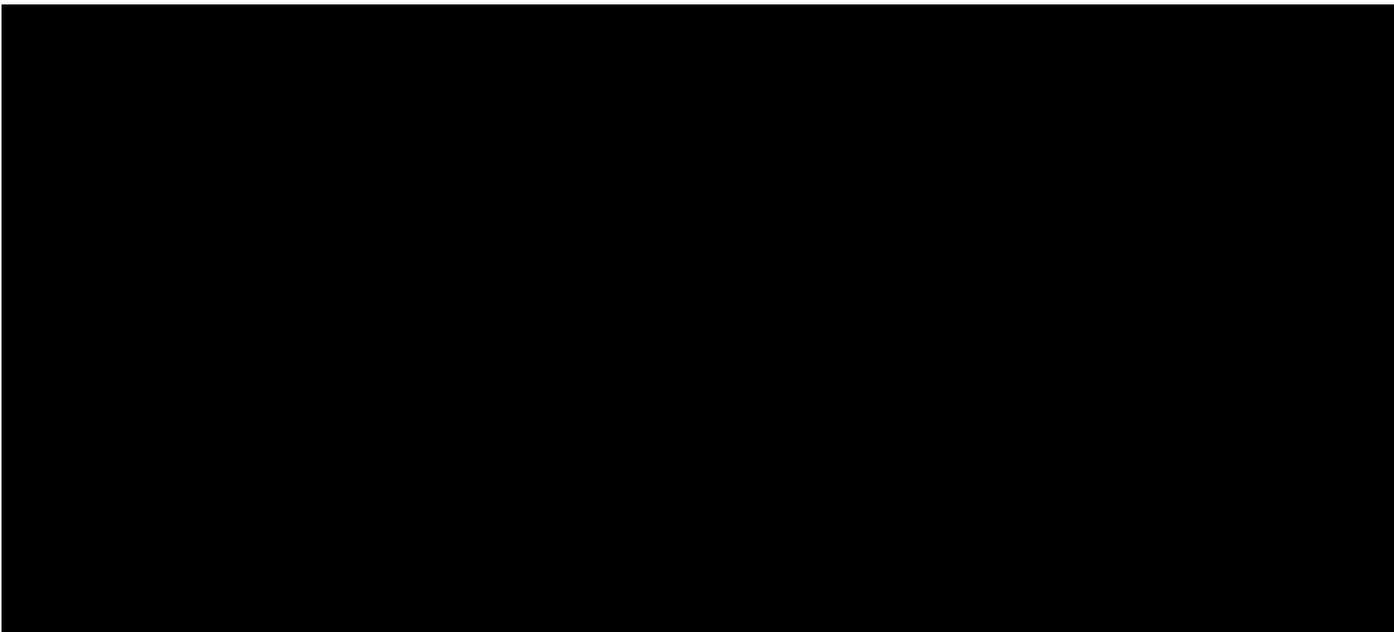
1. this Work Order (including Annex A).
2. the mini-tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the mini-tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted within 4 weeks of the mini-contract delivery end date.

Upon receipt of the signed mini contract award letter, 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



Annex A: Delivery Milestones

Deadline	Activity
15/02/2023	<ul style="list-style-type: none">• Inception Meeting held.
03/03/2023	<ul style="list-style-type: none">• All dates provisionally booked for the webinars
20/03/2023	<ul style="list-style-type: none">• Delivery of the on-line events (webinars) to commence
31/05/2023	<ul style="list-style-type: none">• 100% of the on-line events (webinars) delivered
31/07/2023	<ul style="list-style-type: none">• 100 % x requested 1:1 advice sessions delivered• 90 % of the requested Option Approval assessments completed and Recommendation forms forwarded to NE.
31/08/2023	<ul style="list-style-type: none">• 95 % of the requested Option Approval assessments completed and Recommendation forms forwarded to NE.
31/12/2023	<ul style="list-style-type: none">• All contractual delivery completed
14/02/2024	<ul style="list-style-type: none">• Final claim submitted

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:
DGC.GDPR@defra.gsi.gov.uk
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