Add NE Logo

1. ***(Yellow) Optional provision to be deleted if not required or amended to reflect the circumstances.***

**Standard Contract for Goods and/or Services - Order Form**

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | To be Confirmed | |
| 1. **Customer** | [**Insert** Customer’s name and address] to be Confirmed | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered),To be Confirmed]* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  **Natural England and Environment Agency initially and then available publicly, though NE to retain IPR** | |
| 1. **The Agreement** | 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.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | None |
| **Services** | Description: as set out in Appendix 2 – Specification / Description  To be performed online and at ***[*Insert *description of premises (including whether they are the Customer’s premises, the Contractor’s premises and/or a third party’s premises and in each case the address****)].]* |
| 1. **Start Date** | ***9th September 2024*** | |
| 1. **Expiry Date** | ***14th March 2025*** | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | P***ayments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.*** | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000 | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Philippa Mansfield [philippa.j.mansfield@naturalengland.org.uk](mailto:philippa.j.mansfield@naturalengland.org.uk)  or, in their absence,  Paul Arnold [paul.arnold@naturalengland.org.uk](mailto:paul.arnold@naturalengland.org.uk) | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  [**Insert *contract manager name and contact details***]  or, in their absence,  [**Insert *secondary name and contact details***]. | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option [**A]** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.  ***Option A: Customer owns all New IPR with non-exclusive Contractor rights to all New IPR including for the purpose of exploitation of such New IPR.*** | |
| 1. **Progress Meetings and Progress Reports** | * The Contractor shall attend progress meetings with the Customer every month in line with milestones * The Contractor shall provide the Customer with progress reports every month in line with milestones | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | [**insert *name and address of Customer***]  Attention: Philippa Mansfield  Email: [philippa.j.mansfield@naturalengland.org.uk](mailto:philippa.j.mansfield@naturalengland.org.uk)  and cc to  Paul Arnold [paul.arnold@naturalengland.org.uk](mailto:paul.arnold@naturalengland.org.uk)  and [csf.training@naturalengland.org.uk](mailto:csf.training@naturalengland.org.uk) | [**insert *name and address of Contractor*]** | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | ***TBC***  ***Minimum 2 trainers*** | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: The Customer’s Staff Vetting Procedures are:*The Customer requires the Contractors ensure that any person employed in the Delivery of the Services has been approved by BASIS to design and deliver this training as outlined in the RFQ.* | |
| 1. **Special Terms** | ***N/A*** | |
| 1. **Additional Insurance** | ***N/A*** | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  Philippa Mansfield  [**Insert** job title] | Name:  [**Insert** name]  [**Insert** job title] |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

[***Guidance note: Tender specification and Contractor’s tender response to be included here (if applicable)***]

**Request for Quotation**

**CSF Pilot Training Course on BASIS Certificate in Air Quality**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email:[csf.training@naturalengland.org.uk](mailto:%3ccsf.training@naturalengland.org.uk)

Date: 30/08/2024

Time: 12:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timetable**

Philippa Mansfield (CSF Agricultural lead), Paul Arnold (CSF Air Quality lead) and Charlotte Streater (CSF Learning and Development) will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email to [csf.training@naturalengland.org.uk](mailto:%3ccsf.training@naturalengland.org.uk) and copy to Natural England contacts below. Please note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Natural England email contacts:

Philippa Mansfield [philippa.j.mansfield@naturalengland.org.uk](mailto:%3cphilippa.j.mansfield@naturalengland.org.uk)

Charlotte Streater [charlotte.streater@naturalengland.org.uk](mailto:charlotte.streater@naturalengland.org.uk)

Paul Arnold [Paul.Arnold@naturalengland.org.uk](mailto:%3cPaul.Arnold@naturalengland.org.uk)

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | **08-Aug-2024** at **12:00 BST** |
| Deadline for clarifications questions | **16-Aug-2024** at **12:00 BST** |
| Deadline for receipt of Quotation | **30-Aug-2024** at **12:00 BST** |
| Intended date of Contract Award | **06-Sep-2024** at **12:00 BST** |
| Intended Contract Start Date | **09-Sep-2024** at **12:00 BST** |
| Intended Delivery Date / Contract Duration | **09-Sep-2024** to **14-Mar-2025** |

**Section 1: General Information**

**Glossary**

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means the Department for Environment, Food and Rural Affairs acting as part of Natural England, who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

**Conditions applying to the RFQ**

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

**Acceptance of Quotations**

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

**Costs**

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

**Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

 Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

**Conditions of Contract**

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

Prices must be submitted in £ sterling, exclusive of VAT.

**Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ, the Authority is classified as a Central Contracting Authoritywith a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

**Disclaimers**

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

**Section 2: The Invitation**

**Specification of Requirements**

**Project Description**

Catchment Sensitive Farming (CSF) is organising a CSF pilot training course on the BASIS Certificate in Air Quality: [BASIS | Exams & Training (basis-reg.co.uk).](https://basis-reg.co.uk/training?area=environmental-courses&course=air-quality) The request to quote is to develop the training materials and deliver the training course to a group of farm advisers, including arranging with BASIS for trainees to take the exam, within 2 weeks of the course.

Please provide a quote for a single course for up to 14 people and an additional quote for delivering 2 courses for up to 14 people.

The course duration will be 6 days, including an exam revision session, with the option to run as 3+3 days or 2+2+2 days. This will include at least 1 day on-farm visiting a dairy farm and pig or poultry farm to see farm sources of air pollution, with a focus on ammonia, and mitigation measures in practice. The exam will follow on from the course, as a separate session within 2 weeks of the course ending to be scheduled and agreed with BASIS.

The Contractor will arrange training venues, to be agreed with Natural England. The Contractor will arrange the farm venues and for the farmer to provide an overview of the farm operations (CSF will advise on suitable farm venues and will need to agree the farm venue). Natural England will cover the costs of trainee’s subsistence during the course.

The training will be run face-to-face mainly for CSF Advisers, plus some Natural England air quality or sustainable development advisers. The training provider to arrange the training sessions and farm visits for a maximum of 14 Delegates.  At least 2 trainers to be provided and collaboration with other training deliverers is encouraged. Course dates and exam to be arranged in partnership with BASIS who will require at least 3-months' notice of the course dates.

**BASIS Approved Trainer requirement**

You will need to be BASIS approved trainer to deliver the training. If you are not already a member of the BASIS approved trainer scheme, contact BASIS about becoming a member before submitting your bid so that you can become an approved BASIS trainer by the contract award date. The requirements are described below:

Be or become approved BASIS trainer: [BASIS | Our Trainers (basis-reg.co.uk)](https://basis-reg.co.uk/our-trainers).

Existing FACTS training providers may be suitable for delivering parts of this training: [https://basis-reg.co.uk/course-trainer-search](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbasis-reg.co.uk%2Fcourse-trainer-search&data=05%7C01%7Cphilippa.j.mansfield%40naturalengland.org.uk%7C3e89561ac9614bffc59308db9f417fd9%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638278876847717353%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m7gtXlhIm8ThCMg8yNoAAy7jB1N1UHrFqmuxbND4LSs%3D&reserved=0)

Please see [Criteria of Membership](https://basis-reg.co.uk/portals/0/documents/TM%2003%20APPROVED%20TRAINER%20-%20CRITERIA%20FOR%20MEMBERSHIP.pdf) for all BASIS Approved Trainers. BASIS require experience of delivering formal training prior to joining the scheme and current experience must be included on the BASIS Application Form.

Please speak to BASIS if you do not hold the necessary qualifications.

**Natural England learning objectives**

To improve Natural England farm advisers understanding of air pollution from agriculture and how to mitigate it, to enable them to provide sound advice to farmers, land managers and local planning authorities that will result in better air quality.

The course will enable the trainees to:

* Understand the importance of clean air in the global context.
* Outline the national legislation and policy for air quality in relation to agriculture and the farmed environment, including the Clean Air Strategy, Environmental Permitting regulations, Habitat Regulations, the 25 Year Environment Plan, Agriculture Act and the Environment Act
* Outline the government’s key objectives and targets for air quality in the UK
* Understand the key air pollutants from agriculture and emissions reporting
* Outline how air quality links with agriculture and climate change
* Explain why clean air is beneficial for the environment, agriculture and public health
* Be conversant with the DEFRA Code of Good Agricultural Practice (CoGAP) for Reducing Ammonia Emissions (2018) and Protecting our Water, Soil & Air, A Code of Good Agricultural Practice for farmers, growers and land managers (Defra 2009)\* and understand their importance for improving air quality
* Understand the nitrogen and carbon cycles and key chemical processes) and how they interlink and relate to air pollution and greenhouse gases
* Identify public and private funding sources to support air quality mitigation measures, for example the Defra environmental land management schemes, Countryside Stewardship, England Woodland Creation Offer (EWCO) and other tree planting schemes, and understand how these can be utilised to help protect and enhance air quality and mitigate climate change
* Understand the source, pathway, receptor concept and provide examples of how air pollutants fit into each of these categories
* Be able to identify the key organisations and source of information and advice that farmers can use to help them reduce their environmental impact and protect air quality

The training deliver will undertake:

1. To prepare a PowerPoint slide presentation and printed training materials to be provided to the trainees by the start of the course.
2. To deliver training as detailed below and in the BASIS Certificate in Air Quality Syllabus.
3. During the training, provide trainees with mock exam questions and revision practice

The slide pack and training materials to be made available to Natural England (CSF), which may be used for other internal training. The training materials could also be used again by the training deliverer (contractor) for further courses. Wherever the training materials are used by the deliverer (contractor) in Natural England or under licence, feedback should be collected and shared with Natural England, so any amendments to materials will benefit from industry insights.  Feedback requirements will be agreed at the outset of the contract.  Natural England will retain the Intellectual Property Rights (IPR) for the course training materials but will allow the training deliverer (contractor) to use these under licence, as shown in the Terms and Conditions of the contract, Paragraph 8.2 option A: [Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000#intellectual-property-and-indemnity).   The contractor should inform Natural England of intention to use the material under licenced and seek approval to do so.

BASIS Certificate in Air Quality course description and syllabus:

[BASIS | Exams & Training (basis-reg.co.uk)](https://basis-reg.co.uk/training?area=environmental-courses&course=air-quality)

[A D V A N C E D (basis-reg.co.uk)](https://basis-reg.co.uk/documents/syllabuses/BASIS-Certificate-in-Air-Quality-Syllabus.pdf)

**Timing of delivery of project milestones:**

|  |  |
| --- | --- |
| **Dates** | **Activity and milestone** |
| September - November 2024 | Develop training materials |
| 16th October 2024 | Exam date to be agreed |
| Monday 7th October 2024 | Dates and location of training course and farm visits to be agreed with Natural England |
| Monday 7th October 2024 | Draft training materials to be provided for review by Natural England |
| Monday 4th November 2024 | Revised final training materials provided to Natural England |
| November – December 2024 | Deliver the pilot training course: |
| Within 2 weeks of the completion of the training course | Exam to be held |
| Within 4 weeks of the exam. | Feedback and amendments to training course delivery and materials |
| February – 14 March 2025 | Deliver second pilot training course (to be confirmed): |

Location: TBC Central location in England preferred to be agreed with Natural England

**Pre-Course**

Provide delegates with the pre course materials including, as shown in the BASIS certificate in Air Quality syllabus and to include viewing the BASIS classroom course on reducing ammonia emissions, to be agreed with BASIS: [BASIS | Classroom (basis-reg.co.uk)](https://basis-reg.co.uk/reducing-ammonia-emissions)

**BASIS examination**

BASIS will set the Certificate in Air Quality examination on-line using QMark within 2 weeks of the end of the course. BASIS will provide the exam questions. The answers will be assessed by independent BASIS Exam Chairs. Contractor to liaise with BASIS on the scheduling of the examination and to agree this with Natural England.  The examination fees will be covered by the delegates’ teams.

The examination for the Certificate in Air Quality course is comprised of two elements:

▪ Completion of 4 out of 8 short answer questions

▪ Written farm-based scenario/management plan. The scenario will be based on a farm case study/farm management plan, which can cover any aspects of the syllabus which are directly related to addressing air quality issues through on-farm management.

The plan and the short answer questions will be completed on the same day and through the BASIS examination system.

**Training syllabus:** [A D V A N C E D (basis-reg.co.uk)](https://basis-reg.co.uk/portals/0/documents/syllabuses/BASIS-Certificate-in-Air-Quality-Syllabus.pdf)

The Importance of clean – Air – Policy, regulation and Context

1. Clean air in the global context
2. The national legislation and policy for air quality in relation to agriculture and the farmed environment
3. Government key objectives and targets for air quality in the UK
4. Key air pollutants from agriculture, including ammonia, particulate matter; NMVOC and odour issues; methane as an air pollutant and other greenhouse gases
5. Chemical nature of different air pollutants
6. Different air pollutants and how to take a holistic approach to tackling air pollution
7. Air quality and climate change are linked in agriculture, the interaction and overlaps between ammonia and greenhouse gas emissions, causes and mitigation measures, and the effect of climate on air pollution and greenhouse gas emissions
8. Benefits of clean air for the environment, agriculture and public health
9. Mitigation measures for air quality could benefit the farm business directly or indirectly
10. Impact of air pollution on biodiversity, including ammonia, wet and dry deposition of nitrogen
11. DEFRA Code of Good Agricultural Practice (CoGAP) for Reducing Ammonia Emissions (2018)
12. Protecting our Water, Soil & Air, A Code of Good Agricultural Practice for farmers, growers and land managers (Defra 2009)
13. The importance for improving air quality
14. Key bodies and their role in the delivery of air quality policy, legislation and reporting.

Sources and impacts of Air Pollution

1. Why ammonia is a pollutant and how it reacts with other air pollutants to affect the natural environment and human health
2. The levels of ammonia, dust and odour emissions from across the range of farming sectors and farm management categories
3. Emission factors, understand their history and outline the scientific process of how emission factors are established.
4. Reporting air pollution, pollutant monitoring and measurement
5. Emission factors of different farming systems
6. How emission factors are established and monitored through the national atmospheric emissions inventory
7. Background as to why odour and dust are air pollutants and how these react with other air pollutants to affect the natural environment and human health

Mitigation methods for reducing Air Pollution

* Mitigation measures for reducing ammonia, dust and odour emissions from agriculture and their relative effectiveness and integrated into the farm approach
* Cost analysis, practicalities, benefits for the environment and farm business for different mitigation measures for the different farming sectors
* How mitigation measures used in each part of a farm system or operation

Crop nutrient management and application

1. Crop nutrient management planning, including integrating organic manures and fertiliser use and the use of N fixing crops
2. The Nutrient management Guide (RB209) and Scottish Agricultural notes
3. Nutrient management tools including RB209, Tried & Tested, MANNER NPK, PLANET and Farm Management software
4. Improving nitrogen use efficiency
5. Application timing, rates and methods for slurry, digestate, farmyard manures and fertiliser including low emission and precision application
6. Environmental conditions and management affecting ammonia, dust and odour losses during application, filling and handling
7. Use of different types of nitrogen fertilisers and inhibitors
8. Measures to reduce ammonia emissions from fertiliser use and application

Livestock feed, grazing and stock management

1. Methods that be used to reduce the risk of ammonia, dust and odour associated with use of livestock feed
2. Utilisation efficiency can reduce ammonia emissions
3. Importance of the use of a registered feed adviser or livestock nutritionist in providing farm advice
4. Efficient use of livestock nutrition, including phase feeding, reducing crude protein levels, adjusting grass, maize, compound feed or amino acid composition and feed rations, as appropriate for the relevant farming sectors
5. Nutritional changes affect ammonia emissions and consider how these changes interact with the energy requirements from feed and effect on fertility, animal performance and welfare
6. Measures to reduce dust from feedstuff storage and management
7. The effect of outdoor livestock management, grazing management and stocking rates on ammonia, dust and odour emissions, considering the effect on animal health and welfare and other pollution risks, including: ▪ Livestock stocking rates for a range of farming sectors including beef, sheep, dairy, outdoor pig and poultry, sheep ▪ Length and timing of grazing season ▪ Rotational and mob grazing versus conventional method

Livestock housing and yards

1. Measures to reduce ammonia, dust and odour emissions from livestock housing and farmyard infrastructure, with a focus on cattle, pig and poultry housing
2. Benefits of the measure to reduce ammonia on animal health, welfare and productivity
3. Measures that can be put in place to reduce dust from livestock bedding and management:

* **Beef and dairy**: Building design, including low emission flooring ▪ Ventilation and effect of moisture on ammonia loss, Slurry scraping and management, robotics ▪ Slurry versus straw-based systems ▪ Bedding management, Yard scraping, washing down and cleaning, Stocking and management
* **Intensive pigs and poultry**: Building design, including slatted flooring in pig housing; Abatement, including different air scrubbers, filters and biofilters; Heat and ventilation systems and effect of temperature and moisture on ammonia losses, Stocking rates ▪ Straw or litter management; Poultry manure removal systems; Slurry management in pig housing

Organic manure handling, storage and treatments

Methods to reduce the risk of ammonia and odour emissions from organic manure storage and handling, including:

1. Slurry and digestate store design
2. Slurry and digestate store covers and natural crusting
3. Slurry store management, including mixing, storing, filling and emptying
4. Slurry separation and storage of liquid and solid fractions
5. Slurry treatments, including pH reduction, slurry cooling, additives and other innovative treatments
6. Farmyard manure storage, including covering
7. Composting manures ▪ Import and exporting of manures
8. Effective use of anaerobic digestion (AD) of slurry

Land use and Farming systems

1. Mitigation measures for a specific farm situation and different farming sectors using the whole farm approach to reduce ammonia emissions
2. Environmental trade-offs and how to mitigate for these
3. Changes in land use and farming systems, including indoor versus outdoor livestock systems and conventional versus organic or low input systems and slurry versus straw-based systems can affect emissions of dust, ammonia, and odour from a farm. Understand the co-benefits and conflicts between different systems, e.g., housed vs extensive (grazing/ranging) systems in terms of air quality versus feed efficiency and animal health and welfare
4. Habitat creation and buffering around sites.
5. The impacts of woodland to captures and disperse ammonia emissions from farms to reduce impact on sensitives sites
6. Positive effect of hedgerow and trees on dust and odour from farms
7. The use of tree and hedgerow planting to reduce the spread of odour and/or dust from free range pigs/poultry, agricultural buildings and operations into the air and to reduce the impact on sensitive sites or people
8. How to reduce dust from field operations, harvesting and storage management of crops and fertiliser products

Assessing Air Pollution impacts and integrating mitigation measures

1. Emission factors and impacts in relation to key air pollutants from agriculture and the direct and indirect impact of air pollutants on biodiversity, including the concept of critical levels and critical loads for assessing the impact on habitats and species
2. Atmospheric dispersion modelling, transboundary movement, wet and dry deposition of nitrogen (linked to ammonia emissions) and potential impacts on sensitive sites including protected sites, and on other countries
3. Legislative framework for planning developments and environmental permitting on farm
4. Precautionary principle to air pollution
5. Air quality in the planning systems and the habitats regulations assessment
6. Stages of assessing air quality in the planning and environmental permitting systems
7. Interpret air quality monitoring, screening and modelling reports and understand the basis of the reports, pollutant measurements (units and scales), range, variability, uncertainties and margins of error e.g. in reporting of odour units
8. The Air Pollution Information System (APIS)
9. GIS system, including MAGIC (defra.gov.uk), to identify protected sites and designated areas, Impact Risk Zones and information on pollution
10. SCAIL - Simple Calculation of Atmospheric Impact Limits (ceh.ac.uk) as a screening tool for assessing ammonia emissions from farming, including its use, key parameters and mitigation measures for agriculture
11. Key organisations and sources of information, guidance and tools for air quality and reducing emissions of air pollutants,

Integrating pollution mitigation measures

1. Integrate pollution mitigation on farm and landscape scale to reduce emissions and the impact of pollutants.
2. Shared Nitrogen Action Plans (SNAPs)
3. “An Inventory of Mitigation Methods and Guide to their Effects on Diffuse Water Pollution, Greenhouse Gas Emissions and Ammonia Emissions from Agriculture” (Defra User Guide 2011)
4. FarmSCOPER decision support tool
5. Environmental priorities for a farm and an area such as proximity to protected sites and sensitive habitats
6. How different pollutants link on a farm and across the wider landscape
7. Synergies and conflicts of ammonia mitigation measures with greenhouse gas mitigation measures
8. Roles of key organisations and source of information and advice that farmers can use to help them reduce their environmental impact and protect air quality

Site Visits

Training provider to arrange 1 day on-farm visiting a dairy farm and pig or poultry farm and to guide a farm tour to

* View and assess potential sources for ammonia and other air pollutants including particulate Matter (as dust); NMVOCs and how they relate to odour issues; methane as an air pollutant and other greenhouse gases
* View and assess air pollution mitigation measures and how these are implemented on the farm
* Lead a discussion on how to reduce air pollution and discuss what advice and incentives are available.

The successful training provider to:

1. Provide details of qualifications and training experience in your bid, including experience of delivering training to a syllabus, and be or become approved BASIS training providers

1. Find and arrange suitable locations for the site visits to see farm sources of ammonia and mitigation measures in practice, within 25 miles/45 minutes of the training venue, which will be arranged by NE in consultation with Contractor.

1. The quote should include costs associated with the arrangement for the farm visit, including payment to the farmer host but excluding travel and subsistence costs for the trainees.

1. Work with Philippa Mansfield, Paul Arnold and the CSF Learning and Development team to ensure a coordinated approach to delivery of the training.

1. Attend a telecall with the project managers and BASIS, where relevant, to plan the delivery of a training course for the BASIS Certificate in Air Quality.
2. Trainer(s) to work with Natural England CSF air quality advisers and BASIS to develop the training and training materials – attend a planning call and agree training materials. CSF advisers can support the training by delivering a training session on the CSF farm advice offer on air quality and Capital Grants options, including tree shelter belts.
3. Provide a draft PowerPoint presentation and any supporting materials to Philippa Mansfield by 7th October 2024 (Date to be confirmed).
4. Post training wrap up and feedback session (CSF and BASIS to gather feedback from the trainees)
5. Any amendments to be made to the course training materials based on the feedback to be made within 4 weeks of the exam.

1. Provide the delegates with the pre-course work in advance of the course in line with the course requirements. This should include watching the BASIS classroom course on reducing ammonia emissions, to be agreed with BASIS: [BASIS | Classroom (basis-reg.co.uk)](https://basis-reg.co.uk/reducing-ammonia-emissions)

1. Liaise with BASIS with regards to the registration of examinations and course delivery requirements including.
2. Agree the examination schedule with BASIS and ensure that the delegates are registers with BASIS for the exam. BASIS Approved Trainers need to submit registration forms to BASIS typically a minimum of 4 weeks before the exam.

1. BASIS to provide guidance on the exam and how to complete the written farm-based scenario/management plan. Contractor to ensure this is shared with the delegates.

Key BASIS contacts:

Sue Mason [<sue@basis-reg.co.uk](mailto:%3csue@basis-reg.co.uk)>; Kerry Brown [<kerry@basis-reg.co.uk](mailto:%3ckerry@basis-reg.co.uk)>

Alternative BASIS contact: Thomas Vaughan [<thomas.vaughan@basis-reg.co.uk](mailto:%3cthomas.vaughan@basis-reg.co.uk)>

Environment Manager.

1. Deliver the training sessions described above in an engaging and interactive way, including providing additional input, training materials and practical advice as and when relevant. Include relevant and up to date farm case studies or examples in the training.

1. Provide delegates with advice on how to prepare for the exam including the farm management plan. During the training, provide trainees with mock exam questions and revision practice.

1. It is anticipated that this contract will be awarded for a period of 6 months to end no later than 14/03/2025. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to no later than 28/03/25 include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices can be sent for payment of satisfactorily completion of key milestones and on completion of the project as below:

|  |  |
| --- | --- |
| **Dates** | **Activity and milestone** |
| 4th November 2024 | Revised final training materials provided to Natural England |
| 31 December 2024 | Deliver the pilot training course: |
| 30 January 2024 | Feedback and amendments to training course delivery and materials |
| 14 March 2025 | Deliver second pilot training course (to be confirmed): |

It is anticipated that this contract will be awarded for a period of7 months to end no later than 14/03/24. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

Your quote will be evaluated against the price and quality of delivery criteria described below:

* Knowledge and experience of person(s) delivering this contract (including in agriculture, air quality and training).
* Recent experience of carrying out similar contracts (including delivery of training courses to a specified syllabus)
* Proposed methodology and deliverables

Please provide details of key personnel who will be directly involved with this contract including what experience and knowledge do they have and their roles in the project. Please explain how you will manage the project and who will do this. 

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – 50%

Commercial – 50%

Evaluation criteria

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Award Criteria | | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | | Project Proposal | Methodology  Project management and trainingdelivery | Q1 (40% of technical score available)  How do you propose to deliver the project including the training course(s) and the outputs? |
| Key personnel – capability and capacity | Q2 (60% of technical score available)  What relevant experience do the training deliverers have in agriculture, air quality and training delivery? |
| Commercial | 50% | | Whole life cost of the proposed Contract | Commercial Model | What is the total cost of the contract and the breakdown of costs by key milestones delivered?  (100% of commercial score available) |

**Technical (**50**%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below.  Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| **Methodology** | Detailed Evaluation Criteria |
| Q1 How do you propose to deliver the project including the training course(s) and the outputs? | Please provide a project proposal with details of project management, training course delivery and any dependencies or risks and recent experience of delivery similar projects.  Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| **Key personnel** | Detailed Evaluation Criteria |
| Q2 (60% of technical score available)  What relevant experience do the training deliverers have in agriculture, air quality and training delivery? | Please provide evidence that training delivers have relevant appropriate technical knowledge for carrying out the work with their experience, CV or pen portrait and any back up providers if needed e.g. due to sickness. |

**Commercial (**50**%)**

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable output (milestone) in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score =  (Lowest Quotation Price / Supplier’s Quotation Price ) x 50% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score)  x 50% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

**Contract Management**

This contract shall be managed on behalf of the Authority by Philippa Mansfield, [philippa.j.mansfield@naturalengland.org.uk](mailto:%3cphilippa.j.mansfield@naturalengland.org.uk) Senior Officer, Agriculture lead Catchment Sensitive Farming Partnership, Natural England.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

Invoices can be raised for work on completing of training course and by 30 March 2025.

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

**Part 1.1 Potential Supplier Information:**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

**Part 1.2 Contact details and declaration**

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

**Part 2.1 Grounds for mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.    Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.    Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2.2 Grounds for discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Annex 2 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3: Charges**

[***Guidance note: Include a clear breakdown of the charges in as much detail as necessary***]

**Appendix 4: Processing Personal Data**

|  |  |
| --- | --- |
|  |  |
| **[XXXX]** |
| **Contract:** |
| **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 |  |