



Department  
for Environment  
Food & Rural Affairs



The European Agricultural  
Fund for Rural Development:  
Europe investing in rural areas



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21<sup>st</sup> March 2019

**COMMERCIAL IN CONFIDENCE**  
**Farm Advice Framework (contract ECM\_6695)**

<b>Farm Advice Framework Theme:</b>	<b>Water Quality and Protection</b>
<b>Mini-Contract Title:</b>	<b>Catchment Sensitive Farming: One-to-one On-farm Advice</b>
<b>Mini-Contract Reference:</b>	<b>FAFNECSW014</b>

IT IS AGREED as follows:

As per the mini-contract invitation, the delivery of CSF advice in the South West Lot will commence on 27/03/2019. Activities and payment details are summarised below.

**Table 1**

<b>Activity Type</b>	<b>Delivery Deadline</b>	<b>Funding Source (RDPE or GiA)</b>	<b>No. of Units</b>	<b>Unit Cost (£s exc VAT)</b>	<b>Total Cost (£s exc VAT)</b>
<b>One-One's</b>					
Farm Infrastructure Audit (WQ1/C)	17/07/2019	RDPE	■	■	■
Biobed (WQ1/J)	17/07/2019	RDPE	■	■	■
<b>Grand Total</b>					<b>£75,400.00</b>

**NB:** for RDPE funded events, the unit cost is 110% of the price supplied, due to the potential Sliding Scale bonus payment.

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

1. the mini-tender specification dated 27/02/2019 issued by Natural England.
2. the mini-tender submission of the Service Provider submitted to Natural England on 13/03/2019.
3. 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 by 28/08/2019 (within 6 weeks of the mini-contract delivery end date). This contract may be subject to future amendment, in line with the framework manual and where this has no bearing on cost, for example to amend delivery milestones/units of activity.

Upon receipt of the signed mini contract award letter, Natural England will raise an official purchase order (for the GiA funded element of this mini contract) which must be quoted on all invoices prior to claims submission. To note the terms and conditions attached with the purchase order are not applicable as the terms and conditions of the main FAF framework contract take precedence.

**Please arrange for an authorised signatory to sign this amendment in manuscript and return a copy via Bravo messaging.**

**ON BEHALF OF NATURAL ENGLAND**

**ON BEHALF OF RSK-ADAS**

By (capitals): [Redacted]

[Redacted]

Signature:

By (capitals): [Redacted]

Signature: [Redacted]

Title: **Defra Group Commercial**

Title: [Redacted]

Date: 21<sup>st</sup> March 2019

Date: 21<sup>st</sup> March 2019

## Annex A: Delivery Milestones

Deadline	Activity
Week beginning 25 March	Inception meeting
27 March 2019	<p>Delivery to start</p> <p>Progress reports to be provided to the Contract Manager at least every two weeks to include visits booked and undertaken.</p> <p>Claims or nil claims (including progress reports) to be submitted on a monthly basis.</p> <p>A minimum of [REDACTED] of one to one contacts to be passed across to the Supplier immediately after Inception Meeting and on receipt of a signed offer letter.</p>
30 April 2019	[REDACTED] of 1:1 visits completed and reports sent to the farmers
31 May 2019	<p>[REDACTED] of 1:1 visits completed and reports sent to the farmers</p> <p>[REDACTED] of contacts for one to one visits passed across to Supplier by NE.</p>
30 June 2019	[REDACTED] of 1:1 visits completed
17 July 2019	[REDACTED] of 1:1 visit reports finalised and sent to farmer
28 Aug 2019	Final claim to be submitted by this date

**Please note:** claims and relevant supporting documentation (including contract outputs for all activity covered by the claim) should be submitted on a **monthly** basis.