



Department
for Environment
Food & Rural Affairs



Foss House
Kings Pool
1-2 Peasholme Green
York YO1 7PX
T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

Ricardo AEA Ltd
Gemini Building
Fermi Avenue
Harwell
Oxfordshire
OX11 0QR

17th September 2024

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Water Quality and Protection, Air Quality and Ammonia Reduction
Call-off Contract Title:	Leighton Moss and Haweswater Diffuse Water Pollution Plan
Call-off Contract Reference:	ETAFFDefraNAT002
Project Code:	██████
Contract Code:	██████

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Water Quality and Protection, Air Quality and Ammonia Reduction in the National Lot will commence on 30th September 2024. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
Leighton Moss and Hawes Water Diffuse Water Pollution Plan	24/02/2025	GiA	1	██████	██████
Grand Total					██████

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

1. the tender Request for Quotation dated 6th August 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 21st August 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 7th April 2025 (within 6 weeks of the call-off contract delivery end date).

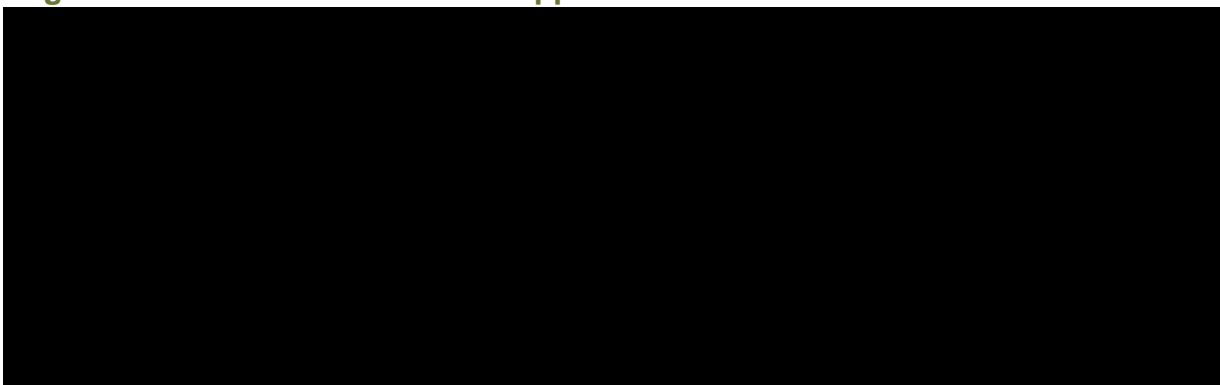
Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

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 signed acceptance via Atamis within 3 working days of the date of the Contract Inception Meeting.

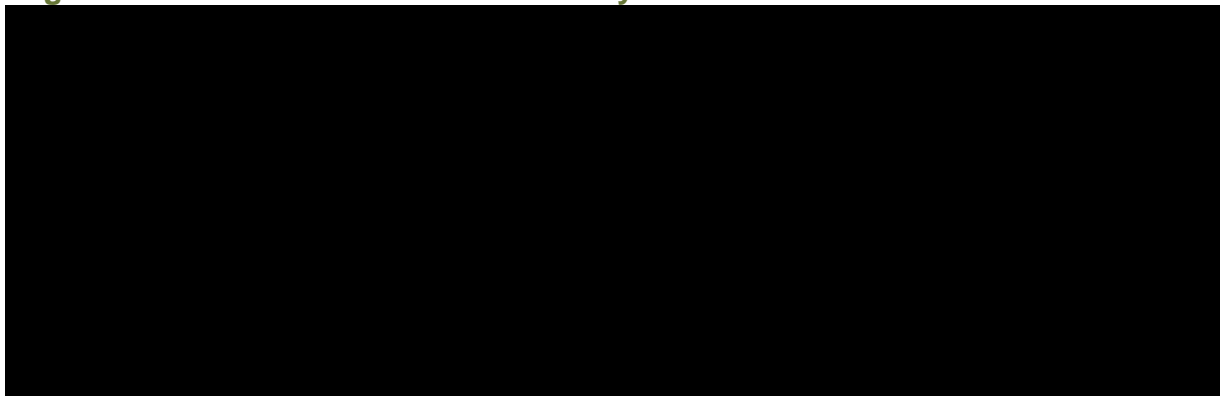
Yours sincerely,

Defra Commercial

Signed for and on behalf of the Supplier



Signed for and on behalf of the Authority



Annex A: Delivery Milestones

Deadline	Activity
23/09/2024	Inception Meeting to be held.
30/09/2024	Contract Start
By end October 2024	Online meeting between deliverer and project officer to agree on Farmscoper modelling methodology.
22/11/2024	Collation, synthesis and analysis of all existing reports, data and models completed. Evidence base ready to inform options appraisal and updating DWPP.
22/11/2024	Completed Farmscoper modelling
Before the workshop (by end December 2024)	Completed the identification of measures and mechanisms and appraisal of the options
By 17/01/2025	Online workshop with Natural England and the Environment Agency to discuss Options Appraisal outcomes.
28/01/2025 17:00 GMT	Draft copy of the final DWP plan and summary slide pack sent to the project officer with 10 working days to comment
10/02/2025 17:00 GMT	Natural England to return draft DWP Plan and summary slide pack with comments.
24/02/2025 17:00 GMT	Final outputs submitted to Natural England.
07/04/2025	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