



Department
for Environment
Food & Rural Affairs



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



SAC Commercial Ltd
West Mains Road
Edinburgh
EH9 3JG

10th November 2020

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract ecm_59570)

Farm and Land Management Advice Framework Theme:	Catchment Sensitive Farming
Mini-Contract Title:	FaLMA Lot 1: Catchment Sensitive Farming: 1:1 On-farm Advice
Mini-Contract Reference:	FALMACSFNW004

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of the delivery of CSF advice in the North West Lot will commence on 16/11/2020. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source (RDPE or GiA)	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
WQ1/B: Nutrient Management Plan	31/03/2021	RDPE	11		
WQ1/C: Farm Infrastructure Audit	31/03/2021	RDPE	4		
WQ1/D: Slurry/Manure/Silage Handling & Storage	31/03/2021	RDPE	7		
WQ1/E: Water Pathway Management	31/03/2021	RDPE	1		
WQ1/G: Machinery Testing & Calibration (Fertiliser & Manure Spreaders)	31/03/2021	RDPE	5		
WQ1/H: Soil Husbandry	31/03/2021	RDPE	4		
WQ1/L: Water Holding Structure Design & Management (Constructed Wetlands and SRDF)	31/03/2021	RDPE	1		

WQ1/Q: Soil & Nutrient Management Plan	31/03/2021	RDPE	7	██████	██████
AQ1/A: Conserving Nitrogen Through Reducing Ammonia Emissions & Nitrate Losses	31/03/2021	RDPE	1	██████	██████
WQ1a/M1: Standard Soil Sampling with No Interpretation	31/12/2020	RDPE	11	██████	██████
WQ1b/M5: Slurry/Manure Sampling & Analysis. Certificate with Interpretation and Recommendations	31/12/2020	RDPE	5	██████	██████
Grand Total					£34,275.00

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 19/10/2020.
2. the mini-tender specification issued in support of the Request for Quotation.
3. the mini-tender submission of the Service Provider submitted to Bravo on 02/11/2020.
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 by 14/05/2021 (within 6 weeks of the mini-contract delivery end date).

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 Bravo within 7 days of the date of the Award Letter.

Yours sincerely

██████
Senior Category Manager
Defra Group Commercial

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████████████████████

Annex A: Delivery Milestones

These comprise:

Deadline	Activity
■ ■■■■■■	Delivery of 1 to 1 visits to commence.
■ ■■■■■■	<ul style="list-style-type: none">• 10% (4) of the CSF Technical Activities 1:1 visits & reports completed• 100% (11 batches) of the WQ1a/M1 soil sampling visits completed• 100% (5 batches) of the WQ1b/M5 slurry/manure sampling visits & reports completed
■ ■■■■■■	<ul style="list-style-type: none">• 30% (12) of the CSF Technical Activities 1:1 visits & reports completed
■ ■■■■■■	<ul style="list-style-type: none">• 60% (24) of the CSF Technical Activities 1:1 visits & reports completed
■ ■■■■■■	<ul style="list-style-type: none">• 100 % (41) of the CSF Technical Activities 1:1 visits & reports completed• Note all delivery (visits completed and reports issued) must be completed by the 31st March 2021. No contract extensions after this date will be granted for delivery due to the end of the RDPE funding period.
■ ■■■■■■	<ul style="list-style-type: none">• 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] [k](#)
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