



Department
for Environment
Food & Rural Affairs

CONTRACT CHANGE NOTE

Contract Change Note Number	Four (4)
Contract Reference Number and Title	23078 - Healthy Bees Plan Education Activities – Lot One (1), Theory and Practical Training to Intermediate Beekeepers (Services)
Variation Title	Twelve (12) month extension
Number of Pages	Five (5)

Whereas the Contractor (British Beekeeping Association) and the Authority entered into a Contract for the provision of Healthy Bees Plan Education Activities – Lot One (1), Theory and Practical Training to Intermediate Beekeepers (Services) dated 22nd August 2016 (the “Original Contract”) now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 01/04/2019 the Original Contract shall be amended as set out in this Contract/Framework Change Note:

Change Requestor / Originator	[REDACTED]	
Summary of Change	<p>A further twelve (12) month extension is now required to cover the period from 01/04/19 to 31/03/20.</p> <p>Ammendments to the specification as detailed in Annex A</p> <p>Ammendments to KPI one (1) as detailed in Annex B</p>	
Reason for Change	Budget now agreed for 2019 / 20	
Revised Contract Price	Original Contract Value	[REDACTED]
	Previous Contract Changes	[REDACTED]
	Contract Change Note Four (4)	£14,555.00
	New Contract Value	[REDACTED]
Revised Payment Schedule	£14,555.00 payable on satisfactory completion of the Services under the extended Contract Period.	
Revised Specification	See Annex A	
Revised Contract Period	22/08/2016 to 31/03/2020	
Change in Contract Manager(s)	N/A	
Other Changes	See Annex B	

2. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

Execution of the Contract Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000.

The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

3. Requirements

- 3.2 Training courses will be in general and advanced husbandry, Honey bee health and Honey bee breeding.
- 3.3 The Contractor is required to recruit a minimum of one hundred and twenty (120) Intermediate Beekeepers for the required training sessions. Recruitment will take place throughout the year, as times and places are set, with courses advertised through local / national beekeeping press, local association recommendations and local press. The first training course will be delivered by mid-November 2019.
- 3.5 For advanced husbandry there will be three (3) courses with eight (8) students per course. Each course will take place over sixteen (16) hours and there will be two (2) tutors per course.

For the Honey bee health certificate there will be four (4) courses with twelve (12) students per course. Each course will take place over eight (8) hours and there will be two (2) tutors per course.

For the Honey bee breeding certificate there will be four (4) courses with twelve (12) students per course. Each course will take place over eight (8) hours and there will be two (2) tutors per course.

- 3.7 In addition to the points at 3.6, advanced husbandry courses will include the ability to tutor beekeepers to recognise common beekeeping diseases including the use of microscopy.

The honey bee health course will cover the following areas:

- Hygiene in management of colonies
- Statutory requirements
- Notifiable brood disease
- Other brood disease
- Adult bee disease
- Nutrition and poisoning
- Honey bee pests
- Colony manipulations for management of honey health

The honey bee breeding course will cover the following areas:

- Natural and artificial selection
- Honey bee genetics
- Assessment of productive traits
- Colony manipulations for common methods of queen raising
- Management of mating nucs and queen mating
- Queen introduction
- Use of records

- 3.9 The Contractor will hold general husbandry training sessions in area association facilities based in South Wales, Kent, Manchester, Newcastle, London, Devon and Bradford. For advanced husbandry courses, all training will take place at the National Beekeeping Centre, Stoneleigh Park.

Honey bee health and Honey bee breeding training courses in area association facilities based in South West, South East, Midlands and North England and Wales. For Advanced husbandry and General husbandry courses, all training will take place at the National Beekeeping Centre, Stoneleigh Park.

Metric	KPI	Goal	KPI Measurement	KPI Rating	
Contract Management	KPI 1 – Development and ongoing review of Intermediate Beekeepers training sessions	<p>Development and approval by NBU of Intermediate Beekeepers training sessions by mid-October 2019.</p> <p>Continuous improvement through ongoing review of training material. Contractor adding value through external influence</p>	<p>The Contractor shall provide the NBU with progress updates at each monthly review meeting. This will include:</p> <ol style="list-style-type: none"> 1. Progress on development of the Intermediate Beekeepers training course and final approval by the NBU by 31/10/19. 2. Contractor demonstrates active and positive action for investigating and feeding back to NBU improvements to training sessions / material. 	Below expectations	Meets or Exceeds expectations