



Department
for Environment
Food & Rural Affairs



Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed	
2. Customer	The Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown Department for Environment Food and Rural Affairs (DEFRA) Seacole Building, 2 Marsham Street, London SW1P 4DF	
3. Contractor(s)	BASIS Registration Limited St Monica's House, 39 Windmill Lane, Ashbourne, Derbyshire DE6 1EY VAT registration number: 01365343 Charity Commission number: 1077006 D&B 294051602	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: The Department for Environment, Food and Rural Affairs, and its arm's length bodies, non-departmental public bodies and agencies, including (without limitation) Natural England the Environment Agency, the Rural Payments Agency, the Animal and Plant Health Agency, and the Marine Management Organisation.	
5. The Agreement	<p>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.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none">a) this Order;b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Services Only: <input type="checkbox"/> Good and Services: <input checked="" type="checkbox"/>
	Goods	The contractor will deliver an online modular peatland training course aimed at farm advisers.

		<p>Course structure: The course will be structured in a manner that ensures comprehensive coverage of relevant topics, incorporating elements such as videos, interviews, case studies, and external links to enrich the learning experience. With core content provided by Defra and development supported by BASIS. This will cover the case for looking after peat and future agricultural productivity, further opportunities and signposting. The factors that could hamper implementation of scheme options, data, case study information, scenarios etc.</p> <p>Allowing advisers to:</p> <ul style="list-style-type: none"> • apply and interpret the knowledge learnt from the course to identify practical applications to place and business context. • Identify requirements and demonstrate understanding of the processes, permissions and planning requirements involved to implement scheme options. • Explain to clients how peatland opportunities might work for their business – what activities could be integrated the benefits and outcomes, address misconceptions to persuade uptake of opportunities where appropriate. Signpost to extra relevant support.
	<p>Services</p>	<p>In consideration of the Customer's agreement to pay the Charges, the Contractor shall supply the Services to design and publish the Peatland training course on the BASIS website.</p> <p>Accessibility: Access to the course will be provided to all BASIS Environmental Advisers Register members and BASIS Professional members, along with an allocation of 50 courses specifically designated for Defra's internal use. The course will be hosted for a period of at least twelve months following launch, subject to an initial twelve-month period following publication and a review of the content for accuracy and impact pending republication.</p> <p>Collaborative content creation: The approach to development of the course will be collaborative. With Defra supply the content and then BASIS auditing the content and</p>

	<p>developing further. The product will be subject to final approval by Defra.</p> <p>Support and promotion: The course will be supported by external PR and social media efforts from BASIS, aimed at maximising its visibility and impact.</p> <p>Defra will have the opportunity to oversee and provide feedback at various stages of development.</p> <p>Monitoring and evaluation: The course will be integrated into the BASIS Classroom Hub, allowing Defra to monitor participant progress and ensure consistency of message delivery.</p> <p>Upon completion, participants will receive a certificate of achievement and attract BASIS CPD points.</p> <p>To be performed at <i>the Supplier's premises, and/or a third party's premises.</i></p> <p>Date(s) of Delivery: The online course will be delivered by June 30th subject to Defra attending agreed meeting dates</p>
7. Start Date	31 st March 2025 – Aligned to the Course Design Meeting
8. Expiry Date	30 th June 2026 (based on the planned publication date / launch date of the course on the BASIS Classroom learning portal +12 months)
9. Charges	The Charges for the Goods and/or Services shall be as set out below in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.
10. Payment	<p>Payments will be made to BASIS Registration Ltd within 30 days from the invoice date. REDACTED</p> <p>Payment details will be provided on the invoice.</p> <p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p> <p>APinvoices-DEF-U@gov.sscl.com</p> <p>Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.</p> <p>Alternatively, you may post to: Shared Services Connected Ltd DEF Procure to Pay PO Box 790 Newport Gwent NP10 8FZ</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 3 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p>

	If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).	
11. Contractor's Liability Cap (Clause 13.2.1)	£200,000 [An amount equal to 10 times the value of the Contract].	
12. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>REDACTED Email: REDACTED Tel: REDACTED</p> <p>REDACTED Email: REDACTED Mobile: REDACTED</p> <p>or, in their absence,</p> <p>REDACTED Email: REDACTED Mobile: REDACTED</p>	
13. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>REDACTED Email: REDACTED Mobile: REDACTED Telephone: REDACTED</p> <p>or, in their absence,</p> <p>REDACTED: Email: REDACTED Mobile: REDACTED Telephone: REDACTED</p>	
14. Optional Intellectual Property Rights ("IPR") Clauses	<p>The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.</p> <p><i>Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.</i></p> <p><i>Option B reflects a more standard position on ownership of IPRs and should be considered the default option. This should be used where the Customer should retain ownership of any New IPR and ensure that the Contractor cannot use it outside of Agreement delivery.</i></p>	
15. Progress Meetings and Progress Reports	The Contractor shall attend progress meetings with the Customer as set out in the delivery timetable, or on an ad hoc basis as required.	
16. Address for notices	<p>Customer:</p> <p>Attention: REDACTED</p> <p>Email: REDACTED</p>	<p>Contractor:</p> <p>REDACTED Attention: CEO</p> <p>Email: REDACTED</p>

17. Key Personnel of the Contractor	<table><tr><th>Key Personnel Role:</th><th>Key Personnel Name:</th><th>Contact Details:</th></tr><tr><td>Commercial Manager & Environment Lead</td><td>REDACTED</td><td>Email: REDACTED Mobile: REDACTED Telephone: REDACTED</td></tr><tr><td>Head of Finance</td><td>REDACTED</td><td>Email: REDACTED Mobile: REDACTED Telephone: REDACTED</td></tr></table>	Key Personnel Role:	Key Personnel Name:	Contact Details:	Commercial Manager & Environment Lead	REDACTED	Email: REDACTED Mobile: REDACTED Telephone: REDACTED	Head of Finance	REDACTED	Email: REDACTED Mobile: REDACTED Telephone: REDACTED
Key Personnel Role:	Key Personnel Name:	Contact Details:								
Commercial Manager & Environment Lead	REDACTED	Email: REDACTED Mobile: REDACTED Telephone: REDACTED								
Head of Finance	REDACTED	Email: REDACTED Mobile: REDACTED Telephone: REDACTED								
18. Procedures and Policies	<p>For the purposes of the Agreement: BASIS whistleblowing policy: https://basis-reg.co.uk/portals/0/documents/BASIS-whistle-blowing-policy.pdf</p> <p>BASIS equality, diversity and inclusion policy: https://basis-reg.co.uk/portals/0/documents/equality-and-diversity-policy.pdf</p> <p>BASIS modern slavery statement and policy: https://basis-reg.co.uk/portals/0/documents/modern-slavery-policy.pdf</p> <p>BASIS GDPR privacy notice: https://basis-reg.co.uk/portals/0/documents/uk-gdpr-privacy-notice-for-membership.pdf</p> <p>The Customer’s Staff Vetting Procedures are:</p> <p style="padding-left: 40px;">The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check.</p> <p>[The Customer’s equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] contained in the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. For further information see: Understanding accessibility requirements for public sector bodies - GOV.UK</p> <p>[The Customer’s health and safety policy is Health and safety in agriculture - HSE</p>									
19. Special Terms	<p>Special Term 1 – <i>The product will be branded in line with the official Defra brand guidelines (attached)</i></p> <div><div> Defra Brand Guidelines Feb 2025</div><div> Department for Environment, Food & Rural Affairs</div></div> <p><i>Note that the contractor (BASIS) set out the terms of use on the BASIS Store Web Site: BASIS Classroom Store. Access is offered conditioned on acceptance without modification of the terms, conditions, and notices contained on the: BASIS Classroom Store. Use of the BASIS Store Web Site constitutes the users agreement to all such terms, conditions, and notices.</i></p>									
20. Additional Insurance	N/A									
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>									

Signed for and on behalf of the **Customer**

Signed for and on behalf of the **Contractor**

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Defra Website](#) and which are called 'Standard Goods & Services Terms and Conditions (Core Defra)'

Appendix 2: Specification/Description

Goods:

The contractor will deliver an online modular peatland training course aimed at farm advisers.

Course structure: The course will be structured in a manner that ensures comprehensive coverage of relevant topics, incorporating elements such as videos, interviews, case studies, and external links to enrich the learning experience. With core content provided by Defra and development supported by BASIS. This will cover the case for looking after peat and future agricultural productivity, further opportunities and signposting. The factors that could hamper implementation of scheme options, data, case study information, scenarios etc.

Allowing advisers to:

- apply and interpret the knowledge learnt from the course to identify practical applications to place and business context.
- Identify requirements and demonstrate understanding of the processes, permissions and planning requirements involved to implement scheme options.
- Explain to clients how peatland opportunities might work for their business – what activities could be integrated the benefits and outcomes, address misconceptions to persuade uptake of opportunities where appropriate.
- Signpost to extra relevant support.

Services:

The Contractor shall supply the Services to design and publish the Peatland training course on the BASIS website.

Accessibility: Access to the course will be provided to all BASIS Environmental Advisers Register members and BASIS Professional members, along with an allocation of 50 courses specifically designated for Defra's internal use. The course will be hosted for a period of at least twelve months following launch, subject to an initial twelve-month period following publication and a review of the content for accuracy and impact pending republication.

Collaborative content creation: The approach to development of the course will be collaborative. With Defra supply the content and then BASIS auditing the content and developing further. The product will be subject to final approval by Defra.

Support and promotion: The course will be supported by external PR and social media efforts from BASIS, aimed at maximising its visibility and impact.

Defra will have the opportunity to oversee and provide feedback at various stages of development.

Monitoring and evaluation: The course will be integrated into the BASIS Classroom Hub, allowing Defra to monitor participant progress and ensure consistency of message delivery. Upon completion, participants will receive a certificate of achievement and attract BASIS CPD points.

Appendix 3: Charges

£20,000 Ex VAT
REDACTED

Appendix 4: Processing Personal Data

Contract:	[XXXX]
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	