



Department
for Environment
Food & Rural Affairs



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



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1st February 2022

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract ecm_63673)

Farm and Land Management Advice Framework Theme:	Theme 3: Support for Current and Future Environmental Management Schemes
Mini-Contract Title:	Lot 3: East Midlands & Lot 4: West Midlands - Countryside Stewardship Mid Tier Advice Programme 2022
Mini-Contract Reference:	FaLMA/AE EMWM002

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of the Countryside Stewardship Mid Tier Advice Programme 2022 across Lot 3 for the East Midlands and Lot 4 for the West Midlands will commence on the 31st January 2022. 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)
EM1: Countryside Stewardship Mid Tier Face-to-Face Advice Session	31/07/2022	GiA	5	[REDACTED]	[REDACTED]
EM2: Countryside Stewardship Mid Tier Online Advice Session	31/07/2022	GiA	225	[REDACTED]	[REDACTED]
EM1a: Assessment & Recommendation of CS Mid Tier Options Requiring Approval	31/12/2022	GiA	70	[REDACTED]	[REDACTED]
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Online Event Webinar	31/03/2022	GiA	2	[REDACTED]	[REDACTED]
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Online Event Webinar Maximum Potential top up payment for up to an additional 10 attendees per event.	31/03/2022	GiA	2	[REDACTED]	[REDACTED]
Grand Total					£114,315.00

NB: As per the FaLMA Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. (*Unless stated otherwise in the RfQ).

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 2nd December 2021.
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 the 21st December 2021.
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 10/02/2023 (within 6 weeks of the mini-contract delivery end date).

Upon receipt of the signed mini contract award letter, an official purchase order will be raised (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 framework contract take precedence.

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




Category Officer
Defra group Commercial

Annex A: Delivery Milestones

Deadline	Activity
W/C 24 th January 2022	Inception Meeting held.
31/01/2022	Contract start date.
18/02/2022	All dates provisionally booked for the 2 webinars.
31/03/2022	100% of the online event webinars delivered.
30/06/2022	70% of the one-to-one advice sessions delivered.
31/07/2022	95% of the one-to-one advice sessions delivered. 95% of the Option Approval assessments completed and Recommendation forms forwarded to NE.
31/12/2022	100% of the one-to-one advice sessions delivered. 100% of the Option Approval assessments completed and Recommendation forms forwarded to NE.
10/02/2023	Final claim submitted.

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]@defra.gsi.gov.uk
3. The contact details of the Contractor Data Protection Officer are:
[REDACTED].co.uk
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