



Department  
for Environment  
Food & Rural Affairs



3rd Floor, Mallard House, 1-2 Peasholme  
Green, York YO1 7PZ

[REDACTED]@defra.gov.uk

RSK ADAS Limited  
Spring Lodge  
Helsby  
Cheshire  
WA6 0AR

14<sup>th</sup> December 2022

**COMMERCIAL IN CONFIDENCE**

**Farm and Land Management Advice Framework (Contract C-5418)**

<b>Farm and Land Management Advice Framework Theme:</b>	<b>Catchment Sensitive Farming</b>
<b>Mini-Contract Title:</b>	<b>Catchment Sensitive Farming 1:1 On Farm Advice</b>
<b>Mini-Contract Reference:</b>	<b>FaLMACSFSE006</b>

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Catchment Sensitive Farming in the South East Lot will commence on Monday 19<sup>th</sup> December 2022. Activities and payment details are summarised below.

**Table 1**

<b>Activity Type</b>	<b>Delivery Deadline</b>	<b>Funding Source</b>	<b>No. of Units</b>	<b>Unit Cost (£s exc VAT)</b>	<b>Total Cost (£s exc VAT)</b>
<b>WQ1/B</b> Nutrient Management Plan	31/08/2023	GiA	4		
<b>WQ1/C</b> Farm Infrastructure Audit	31/08/2023	GiA	20		
<b>WQ1/E</b> Water Pathway Management	31/08/2023	GiA	6		
<b>WQ1/J</b> Bio-bed and Pesticide Facilities Design	31/08/2023	GiA	6		
<b>WQ1/K</b> Maximising CS Opportunities through CSF	31/08/2023	GiA	2		
<b>WQ1/L</b> Water Holding Structure Design and Management	31/08/2023	GiA	1		
<b>WQ1/U</b> Assessment and Monitoring of Soil Health	31/08/2023	GiA	8		
<b>WQ1/V</b> Water Resources Audit	31/08/2023	GiA	1		
<b>AQ1/A</b> Conserving Nitrogen through Reducing Ammonia Emissions	31/08/2023	GiA	1		

<b>AQ1/B</b> Livestock Nutrient Planning	31/08/2023	GiA	1	
<b>WQ1a/M1</b> Standard Soil Sampling with no Interpretation (P, K, Mg, pH, lime requirement)	31/08/2023	GiA	3	
<b>WQ1a/M3</b> Standard Soil Analysis (P, K, Mg, pH, Textural Classification and Soil Organic Matter) including the estimation of Soil Nitrogen Status (SNS) via field assessment, with Interpretation	31/08/2023	GiA	1	
<b>WQ1a/M4</b> Soil Mineral Nitrogen (SMN) Sampling and Analysis with Estimation of Soil Nitrogen Supply (SNS). Certificate with Interpretation with Crop Nitrogen Recommendations (SMN, SNS)	31/08/2023	GiA	1	
<b>WQ1a/M5</b> Slurry/Manure Sampling and Analysis. Certificate with Interpretation and Recommendations (pH, dry matter, total N, Nitrate-N, Ammonium-N, Uric Acid-N, total P, K, Mg, Ca, S) Cu, Zn	31/08/2023	GiA	1	
<b>WQ1a/M6</b> Standard Soil Sampling, assessment of soil biological activity/soil health with No Interpretation, for agricultural soil. Analysis of field soil(s) including pH and lime requirement, P, K, Mg, extractable copper, extractable zinc, hot-water extractable boron, soil texture, soil organic matter (by loss on ignition) and soil respiration by CO2 burst. Analysis of hedgerow/ field margin sample(s) for soil organic matter (by loss on ignition) and soil respiration by CO2 burst	31/08/2023	GiA	8	
<b>Grand Total</b>				<b>£105,599.00</b>

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 3<sup>rd</sup> November 2022
2. the mini-tender specification issued in support of the Request for Quotation
3. the mini-tender submission of the Service Provider submitted to Atamis on 16<sup>th</sup> November 2022
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.

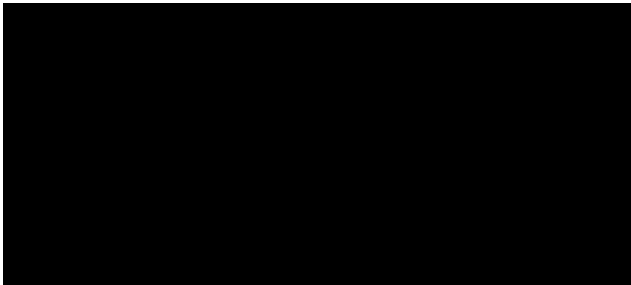
All other terms and conditions are as per the main framework contract. The final claim should be submitted by 28/09/23 (within 4 weeks of the mini-contract delivery end date).

Upon receipt of the signed mini 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 acceptance via Atamis within 7 days of the date of the Award Letter.

**Signed for and on behalf of Defra Group Commercial**

Yours sincerely,

A large black rectangular box redacting the signature of the contractor.

Date Signed: 14 Dec 22

**Annex A: Delivery Milestones**

<b>Deadline</b>	<b>Activity</b>
<b>19/12/2022</b>	Delivery to commence.
<b>31/03/2023</b>	10% (5) Delivery/final reports complete. 100% Soil and Manure Sampling delivery complete
<b>30/04/2023</b>	25% (13) Delivery/final reports complete
<b>30/05/2023</b>	40% (20) Delivery/final reports complete
<b>30/06/2023</b>	60% (30) Delivery/final reports complete.
<b>31/07/2023</b>	80% (40) Delivery/final reports complete
<b>31/08/2023</b>	100% of visits and final reports complete (delivery end)
<b>28/09/2023</b>	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM)

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

Date Signed: 14/12/2022

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