



Department  
for Environment  
Food & Rural Affairs



**Promar International Ltd**  
**Alpha Buildings**  
**London Road**  
**Nantwich**  
**Cheshire**  
**CW5 7JW**

**23<sup>rd</sup> January 2023**

**COMMERCIAL IN CONFIDENCE**

**Farm and Land Management Advice Framework**

<b>Farm and Land Management Advice Framework Themes:</b>	B65039791A4E469... Framework Directive Theme 2 – Air Quality and Ammonia Reduction Directive
<b>Mini-Contract Title:</b>	Full Name: [REDACTED] Job Title/Role: [REDACTED] -to-one Advice Programme
<b>Mini-Contract Reference:</b>	Date Signed: 10/02/2023 SALMA/CSFWM005

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Catchment Sensitive Farming in the West Midlands Lot will commence on the 23<sup>rd</sup> January 2023. 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)
WQ1/A: Catchment Sensitive Farm Review	31/07/2023	[REDACTED]			
WQ1/B: Nutrient Management Plans	31/07/2023				
WQ1/C: Farm Infrastructure Audits	31/07/2023				
WQ1/D: Slurry/Manure/Silage Handling & Storage	31/07/2023				
WQ1/E: Water Pathway Management	31/07/2023				

WQ1/G: Machinery Testing & Calibration (Fertiliser/Manure Spreaders)	31/07/2023	
WQ1/H: Soil Husbandry	31/07/2023	
WQ1/J: Pesticide Filling/ Wash-down Facilities & Biobed/Biofilter Design	31/07/2023	
WQ1/L: Water Holding Structure Design Management Advice (Constructed Wetlands & Sustainable Rural Drainage Features)	31/07/2023	
WQ1/Q: Soil and Nutrient Management Plan	31/07/2023	
WQ1/R: Farm Machinery Management	31/07/2023	
WQ1/S: Managing Land Drainage Systems to Minimise Diffuse Pollution	31/07/2023	
WQ1/T: Natural Flood Management	31/07/2023	
WQ1/U: Assessment and Monitoring of Soil Health	31/07/2023	
WQ1/V: Water Resource Audits	31/07/2023	
AQ1/A: Conserving Nitrogen Through Reducing Ammonia Emissions & Nitrate Losses	31/07/2023	
AQ1/B: Livestock Nutrient Planning. Animal Nutrition to Reduce Losses of Nutrients and Ammonia to the Environment	31/07/2023	
WQ1a/M1: Standard Soil Sampling With No Interpretation For Standard Agricultural Soil Analysis (P, K, Mg, pH) Plus Textural Classification and Organic Matter	31/03/2023	
WQ1a/M5: Slurry/Manure Sampling & Analysis. Certificate with Interpretation and Recommendations (pH, dry matter, total N, Nitrate-N, Ammonium-N, Uric Acid-N (poultry manures only), total P, K, Mg, Ca, S, Cu, Zn)	31/03/2023	
WQ1a/M6: 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.	31/03/2023	
<b>Grand Total</b>		<b>159,475.00</b>

1. The Service Provider shall deliver the Services in accordance with the details specified in the following documents:
- The mini-tender Request for Quotation dated 9<sup>th</sup> December 2022.
  - The mini-tender specification issued in support of the Request for Quotation.
  - The mini-tender submission of the Service Provider submitted to Atamis on 22<sup>nd</sup> December 2022.
  - 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:

- this Work Order (including Annex A).
- the mini-tender specification issued by Natural England as referred to above.
- the Framework Agreement.
- 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 11/09/2023 (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.

Yours Sincerely

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

DocuSigned by:

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

Full Name:

Job Title/Role:

Date Signed:

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Full Name:

Job Title/Role:

Date Signed: 13/02/2023

## Annex A: Delivery Milestones

Deadline	Activity
19/01/2023	Inception Meeting to be held. <b>125</b> of the total contact names to be provided by the CSF Team.
23/01/2023	Delivery of one-to-one visits to commence.
28/02/2023	15 of 146 one-to-one visits to be delivered and reports sent to farmers.
31/03/2023	All soil sampling to be completed.
31/03/2023	45 of 146 one-to-one visits delivered and reports sent to farmers.
30/04/2023	All 146 contact names to be provided by the CSF Team.
30/04/2023	75 of 146 one-to-one visits delivered and reports sent to farmers.
31/05/2023	105 of 146 one-to-one visits delivered and reports sent to farmers.
30/06/2023	130 of 146 one-to-one visits delivered and reports sent to farmers.
31/07/2023	All 146 one-to-one visits delivered and reports sent to farmers.
11/09/2023	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:  
[DGC.GDPR@defra.gsi.gov.uk](mailto:DGC.GDPR@defra.gsi.gov.uk)
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