



Department  
for Environment  
Food & Rural Affairs



Foss House  
Kings Pool  
1-2 Peasholme Green  
York YO1 7PX  
T: 03459 335577  
helpline@defra.gov.uk  
www.gov.uk/defra

Chris Seabridge & Associates Ltd  
Penkridge  
Stafford  
Staffordshire  
ST19 5PH

6<sup>th</sup> August 2024

**COMMERCIAL IN CONFIDENCE**

<b>Environmental Training Advice and Facilitation Theme:</b>	Natural England Programme Delivery Support
<b>Call-off Contract Title:</b>	Sustainable Farming Incentive /CS Higher-Tier Expanded Offer Advice Programme 2024
<b>Call-off Contract Reference:</b>	ETAFFAENorth01
<b>Project Code:</b>	
<b>Contract Code:</b>	

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Natural England Programme Delivery Support in the North Lot will commence on 06/08/2024. 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)
Countryside Stewardship Higher Tier Online Event (Webinar)	31/01/2025	GiA	2		
ELM1: Countryside Stewardship Higher Tier Face to Face Advice Session	30/06/2025	GiA	5		

ELM2: Countryside Stewardship Higher Tier Online Advice Session	30/06/2025	GiA	120	
ELM3: SFI Action Assessment & Approval (Endorsement)	15/07/2025	GiA	120	
Grand Total excluding potential top-up payment				
Activity Type	Price per additional attendee (£s exc VAT)			Potential maximum total (£s exc VAT)
2 x Countryside Stewardship Higher Tier Online Event (Webinar)	£35 x Maximum 20 additional attendees			
Grand Total including potential top up payment				

**NB:** As per the ETAFF 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 tender Request for Quotation dated 09/07/2024.
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 23/07/2024
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:

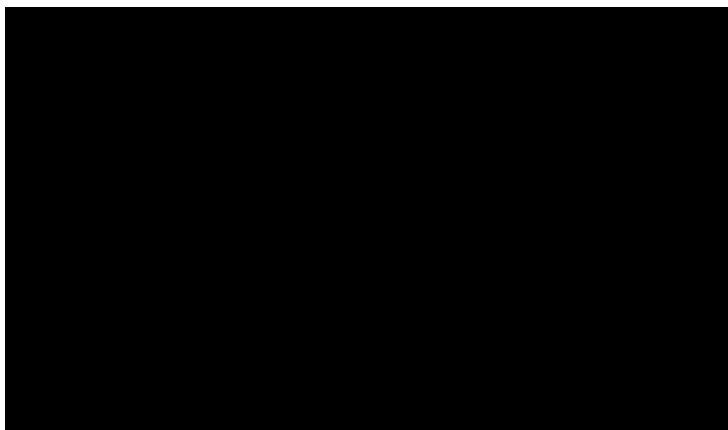
1. this Work Order (including Annex A).
2. the tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 15/09/2025 (within 6 weeks of the call-off contract delivery end date).

Upon receipt of the signed call-off 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.

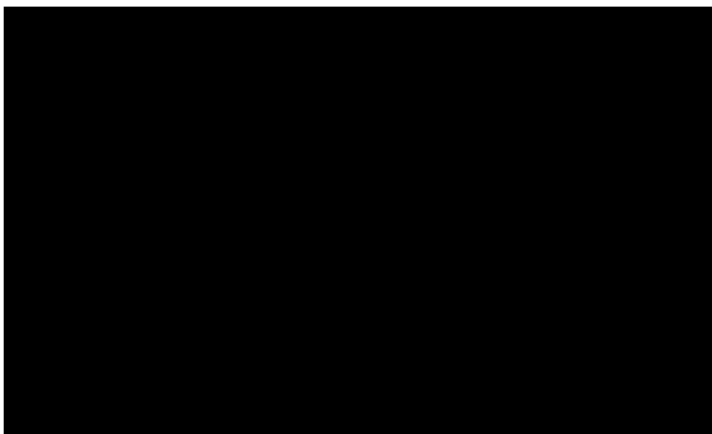
The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance via **Atamis** within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely



## Annex A: Delivery Milestones

Deadline	Activity
06/08/2024	<ul style="list-style-type: none"><li>• Delivery of the contract to commence.</li></ul>
31/01/2025	<ul style="list-style-type: none"><li>• 100% of the webinars are completed</li></ul>
31/03/2025	<ul style="list-style-type: none"><li>• 50% of the ELM2 CSHT1:1 advice sessions are delivered.</li><li>• 50% of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.</li></ul>
30/06/2025	<ul style="list-style-type: none"><li>• 100% of the ELM1 &amp; ELM2 CSHT 1:1 advice sessions delivered</li><li>• 90% of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.</li></ul>
15/07/2025	<ul style="list-style-type: none"><li>• 95% of the ELM3 SFI Action endorsements are completed and associated documents forwarded to NE.</li></ul>
31/07/2025	<ul style="list-style-type: none"><li>• All contractual delivery has been completed</li></ul>
15/09/2025	<ul style="list-style-type: none"><li>• Final claim submitted</li></ul>



## 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: [chris@chrisseabridge.co.uk](mailto:chris@chrisseabridge.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